NETWORK Approved log

Contractor Name: County of Orange Health Care Agency Contract #: #08-85179 Project Coordinator: Dawn Robinson

#### CALIFORNIA NUTRITION NETWORK CONTRACTS

WEEKLY TIME LOG 2008\_\_ - 2009\_\_

Please check one box only:									
[ ] State Share (Non-Network funds)									
[X] Federal Share (Network sponsored activitie	s) and other special projects (e	.g., Regional Nutrition Network	s, faith-based, etc.)						
Employee Name:	Employee #:	-							
Title:	Phone #: Location : Nutrition Services								
Due Date: Please turn in by to	Dawn Robinson, Nutrition Serv	ices, Bldg #50 (name	of Project Coordinator)						
Allowable Categories See page 2 for Allowable Activities	Month:	Month:	Month:						
Child/Student Nutrition Education in a Classroom Setting	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5						
Child/Student Nutrition Education Outside a Classroom Setting, (as a component of a structured program)	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5						
Adult Nutrition Education in Classroom, Group, or Individual Settings	wk1 wk2 wk3 wk4 wk5		wk1 wk2 wk3 wk4 wk5						
Nutrition Education at Special Events									
Physical Activity Promotion (as a component of a broader nutrition education intervention)	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5						
Nutrition Education Project Evaluation	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5						
	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5						
Nutrition Promotion Activities	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5						
Staff Training/Professional Development									
Administrative Tasks Related to the <i>Network</i>	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5						
Contract	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5						
Other Activities (Please list—see page 2 for additional space)	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5						
Paid Time Off (List (v) for vacation, (s) for sick leave, (h) for holiday time, or (o) for other paid time off, next to the hours)	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5						
TOTAL MONTHLY HOURS		And the second s							
TOTAL QUARTERLY HOURS LOGGED E									
Supervisor/	Designee Signature (required)	*	Date						
Pay Rate_\$/hour/day/month (circle one)	* I certify that documented	d time is from Allowable Activition	es listed on page 2 of this form.						

#### **INSTRUCTIONS:**

- Mark either the "State Share" or "Federal Share" box at the top of the form. (Note: LIAs must use a separate form for documenting State Share vs. Federal Share activities. Regional Nutrition Networks, faith-based, and other special projects should only check "Federal Share").
- 2. Write the number of hours worked above the appropriate week number (e.g., wk1), corresponding with the appropriate Allowable Category. (Note: Documented time must be from Allowable Activities listed on page 2 of this form, and hours must be entered on a weekly basis.)
- 3. Paid time off (e.g., vacation, sick leave, holiday time, etc.) should be recorded as the actual paid vacation, paid sick time or paid holiday time earned per the organization's policies. These types of earnings must be prorated by the FTE budgeted in the contract –e.g., if a .50 FTE employee takes a vacation day, that employee would record 4 hours of vacation time for that day.
- employee takes a vacation day, that employee would record 4 hours of vacation time for that day.

  4. Record time in 15 minute increments, using decimals to record partial-hour increments (i.e., .25, .50, and .75.) (Note: Time must be recorded on a weekly basis for all months in the quarter.) At the end of each month, total each column in the "TOTAL MONTHLY HOURS" boxes at the bottom. Add up the "TOTAL MONTHLY HOURS" and enter this amount into the space marked "TOTAL QUARTERLY HOURS LOGGED".
- 5. Enter your hourly, daily, or monthly rate of pay, as applicable. Sign and date the log, and give it to your supervisor for signature.

ntra		

Riverside County, Community Health Agency Contract # 06-55107 Project Coordinator:

Durreen Qureshi

#### **CALIFORNIA NUTRITION NETWORK CONTRACTS** WEEKLY TIME LOG 2008 - 2009

Month:		Oct. 200		ne#: to	Dur	_	ureshi		(name	verside of Proje			7)	
		Oct. 200	18	_ to	Dur	reen C					ct Coo	rdinato	r)	
		Oct. 200	18				Ret	um to Ni	drition C					
		Oct. 200	IA.						union 3	ervices: B	951-35		Analyst	
				10.40	Month:		Nov. 2	2008		Month:		Dec. 2	2008	11462
wk1							1404. 2	.000		WOIIGH.		Dec. 1	2000	
WKI	wk2	- wk2	- wled	lvE	- volad	leO		4	-1.5			-10		
	WK2	wk3	wk4	wk5	wk1	wk2	wk3	wk4	wk5	wk1	wk2	_wk3	wk4	wk
wk1	wk2	wk3	wk4	wk5	wk1	wk2	wk3	wk4	wk5	wk1	wk2	wk3	wk4	-wk
wk1	wk2	wk3	wk4	wk5	wk1	wk2	wk3	wk4	wk5	wk1	wk2	wk3	wk4	wk
wk1		-wk3	- wk4	- wk5		wk2	uk2	nuls 4						
			WK4	WKO	WKI	WKZ_	WK3	WK4	wko	WKI	_WKZ	WK3	WK4	wk
wk1	wk2	wk3	wk4	wk5	wk1	wk2	wk3	wk4	wk5	wk1	wk2	wk3	wk4	wk
	wk2	wk3	wk4	wk5	wk1	wk2	wk3	wk4	wk5	wk1	wk2	-wk3	wk4	wk
							******		WILL		WAL	TINO	WINT	****
wk1	wk2	wk3	wk4	wk5	wk1	wk2	wk3	wk4	wk5	wk1	wk2	wk3	wk4	wk
WK1	WK2	WK3	WK4	WK5	WK1	wk2	wk3	wk4	wk5	wk1	wk2	wk3	wk4	wk
wk1	wk2	wk3	wk4	wk5	wk1	wk2	wk3	wk4	wk5	wk1	wk2	wk3	wk4	wk
wk1	wk2	wk3	wk4	wk5	wk1	wk2	wk3	wk4	wk5	wk1	wk2	wk3	wk4	wk
wk1	wk2	wk3	wk4	wk5	wk1	wk2	wk3	wk4	wk5	wk1	wk2	wk3	wk4	wk
						to the same of the					•			
					,									
Emplo	yee Si	gnature	e (requ	ired)*							Date:			
r/Design	ee Sigr	nature (	(require	ed)*							Date:			
	wk1 wk1 wk1 Emplo	wk1 wk2 Employee Si	wk1         wk2         wk3           Employee Signature	wk1         wk2         wk3         wk4           Employee Signature (required         required         required	wk1         wk2         wk3         wk4         wk5           Employee Signature (required)*           */Designee Signature (required)*	wk1         wk2         wk3         wk4         wk5         wk1           Employee Signature (required)*         *         *	wk1         wk2         wk3         wk4         wk5         wk1         wk2           Employee Signature (required)*         *         *         *         *	wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3           Employee Signature (required)*         *         *         *         *         *         *         *	wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4           Employee Signature (required)*         ** <td< td=""><td>wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk5           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk5           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk5           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk5           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk5           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk5           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk5           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk5           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk</td><td>wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk5         wk1           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk5         wk1           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk5         wk1           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk5         wk1           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk5         wk1           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk5         wk1           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk5         wk1           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk5         wk1           wk1         wk</td><td>wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk5         wk1         wk2           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4</td><td>wk1         wk2         wk3         wk4         wk5         wk1         wk2<td>wk1         wk2         wk3         wk4         wk5         wk1         wk2</td></td></td<>	wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk5           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk5           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk5           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk5           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk5           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk5           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk5           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk5           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk	wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk5         wk1           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk5         wk1           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk5         wk1           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk5         wk1           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk5         wk1           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk5         wk1           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk5         wk1           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk5         wk1           wk1         wk	wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4         wk5         wk1         wk2           wk1         wk2         wk3         wk4         wk5         wk1         wk2         wk3         wk4	wk1         wk2         wk3         wk4         wk5         wk1         wk2 <td>wk1         wk2         wk3         wk4         wk5         wk1         wk2</td>	wk1         wk2         wk3         wk4         wk5         wk1         wk2

- vs. Federal Share activities. Regional Nutrition Networks, faith-based, and other special projects sho
- 2. Write the number of hours worked above the appropriate week number (e.g., wk1), corresponding with the appropriate Allowable Category. (Note: Documented time must be from Allowable Activities listed on page 2 of this form, and hours must be en
- 3. Paid time off (e.g., vacation, sick leave, holiday time, etc.) should be recorded as the actual paid vacation, paid sick time or paid holiday time earned per the organization's policies. These types of earnings must be prorated by the FTE budg
- 4. Record time in 15 minute increments, using decimals to record partial-hour increments (i.e., .25, .50, and .75.) (Note: Time must be recorded on a weekly basis for all months in the quarter.) At the end of each month, total each column in the "T
- 5. Enter your hourly, daily, or monthly rate of pay, as applicable. Sign and date the log, and give it to your supervisor for signature.

Tulare County Office of Education Contract # 0545540 Activity Share Time Log

Circle One: State Share/Federal Share

Develop/attend Nut. Ed. events such as workshops, seminars, Examples of paid time off include: vacation, sick leave, holiday Physical Activity (PA) Promotion as a Component of a Broader Other Activities: (Must be listed in approved Scope of Work Perform general clerical tasks in support of Network projects in health, & provide clear & direct benefits to the food stamp to community leaders who work directly with the food stamp conferences, trainings, which may include the role PA plays duties, general clerical tasks in support of Network Projects. pages on good nutrition or PA integrated as part of Nut Ed. Fime to set up nutrition displays (e.g., MyPyramid posters, Conduct program planning and evals as an essential part may include a Food Stamp Program promotion message. audience being served & are within the activities of SOW. Present one-time PA demonstrations that educate about of developing/implementing effective Nut. Ed. Programs. Time spent completing documentation, fiscal/accounting Provide brochures or posters that focus on nutrition and Provide nutrition information and/or technical assistance Promote PA as a component of a Nut. Ed. intervention. Disseminate/sponsor Newsletters, videos, CDs or web Disseminate press releases, press kits, PSAs or other USDA Dietary Guidelines) with nutritional messages. Time spent involving media in events targeting food educational materials that promote good nutrition. Perform fiscal/accounting duties (e.g., invoicing) SOW] Project Summary): List on Back of page. I certify that the lessons/activities reported were conducted according to the guidelines associated with the Allowable Nutrition Education Activities. stamp eligibles that promote good nutrition. Nutrition Education (Nut. Ed.) Intervention: time, annual leave, and maternity leave. eligibles about nutrition-related issues. Staff Training/Professional Development: (e.g., travel claims, photocopying). Examples of Allowable Nutrition Education Activities; Nutrition Ed Project Evaluation: Nutrition Promotion Activities: Administrative Tasks: and promote PA. Paid Time Off œ ≥ > ď > j ¥ တ် Ë N School Site: or integrated with math, language art, science, social studies Nut. Ed. at Special Events (e.g., Back to School Night, Open markets, packing houses, dairies, linking nutrition education Adult Nutrition Education in Classroom, Group or Individual Teaching nutrition education as a stand alone subject area which are part of a structured program that is connected to Teach nutrition via CD ROM/Internet/Computer Programs. and/or the role that PA plays in good nutrition (can include Participate in nutrition education field trips (do not include Student Nutrition Education Outside a Classroom Setting Nutrition Education at Special Events/Community Events: approved curriculum (e.g., Dairy Council, Team Nutrition, Cafeteria-based nutrition education activities/promotions Reading of books that increases the awareness of good topics of nutrition such as the importance of eating fruits Dietary Guidelines for Americans, Harvest of the Month, nutrition or encourages creation of artwork or essays on Conduct cooking classes and/or taste tests with healthy on fruits and vegetables in classroom with field trip visit. healthy eating habits, (e.g., benefits of eating breakfast), A. Nutrition education classes: use of and/or planning for transportation time or costs) such as tours of farmers In a food stamp or health aide office setting, promote the classroom instruction (i.e., Harvest of the Month). House, health fairs, career fairs, school assemblies). Student Nutrition Education in a Classroom Setting: foods as part of a nutrition education lesson/activity. Encourage handwashing as it relates to this lesson. a brief Food Stamp Program promotion message). See Code "C" for description of Allowable Activity. J. See Code "A" for description of Allowable Activity. K. See Code "B" for description of Allowable Activity. M. See Code "H" for description of Allowable Activity Healthy Kids Resource Center, MyPyramid). (as a component of a structured curriculum): and vegetables as part of a healthy diet. Garden based nutrition education. Month: or other subject areas. ωш B. Ė ပ ပ \_: # Reached Logged Teacher/Staff Signature: Teacher/Staff Name: Code Date Neek 1: Neek 2: Neek 3: Week 4:

This material was funded by USDA's Foad Stamp Program through the California Nutrition Network for Healthy, Active Families. This institution is an equal opportunity provider and employer. The Food Stamp Program provides nutrition assistance to people with low income. It can help buy nutritious foods for a better diet. For more information about the Food Stamp Program in Tulare County, please call (800) 834-7121.

Date:

Project Coordinator Signature:

Total Time Logged:

Contractor Name: Santa Clarita Valley School Food Services Agency Contract #: 07-652 Project Coordinator: Tracy Fiscella SANTA CLARITA VALLEY NUTRITION NETWORK -- Federal Match

### TEACHED WEEKI V TIME LOC 2007 2000

TEACHER	WEEKLY TIME LOG 20	J07 - 2008			
Name:		ade: Phone #:			
Location: Du	e Date: Please turn in by _	to <u>Tracy Fisce</u>	scella, Project Coordinator		
Allowable Categories	Month:	Month:	Month:		
Allowable Activities Children/Student Nutrition Education in a Classroom Setting	1070000000	Worth.	Month:		
Nutrition education using curriculum (e.g., Dairy)			240		
Council, Team Nutrition, Dietary Guidelines for	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5		
Americans, Harvest of the Month).		WAT WAS WAY WAS	WRI WRZ WRS WR4 WRS		
<ul> <li>Read books on nutrition or encourage creation of artwork</li> </ul>					
or essays on topics of nutrition such as the importance of					
eating fruits and vegetables as part of a healthy diet.					
<ul> <li>Conduct cooking classes and/or taste tests with healthy</li> </ul>	4				
foods as part of a nutrition education lesson/activity					
<ul> <li>Teach nutrition via CD ROM/ Internet/computer</li> </ul>					
programs.					
<ul> <li>Bulletin Boards/Door Murals that support good nutrition and increase physical activity</li> </ul>					
Discuss breakfast & lunch choices in relation to the					
components of a healthy meal.					
Children/Student Nutrition Education Outside a Classroom					
Setting, (as a component of a structured curriculum)					
<ul> <li>Taking nutrition education field trips (do not include</li> </ul>	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5		
transportation time or costs) and/or guest speakers on			WALL WAS WAY WAS		
nutrition education and/or physical activity promotion.					
Garden based Nutrition education					
Adult Nutrition Education in Classroom/Group/Individual	34				
Talk with parents/distribute information about					
nutrition/physical activity promotion at back to School	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5		
night or during conferences.					
Connect students and families with community resources					
that promote healthy eating and physical activity					
Nutrition Education at Special Events					
Nutrition education at special events: Back to School Night,					
Open House, health fairs, career fairs, assemblies, etc	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5		
Physical Activity Promotion (as a component of a broader nutrition education intervention)					
Promote increased physical activity as a component of a					
nutrition education intervention.	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5		
Present one-time physical activity demonstration that					
educates and promotes physical activity.					
Administrative Tasks related to the Network					
<ul> <li>Spend time completing documentation for the Network</li> </ul>			=		
contract (progress reports, time logs).	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5		
Paid Time Off (List (v) for vacation, (s) for sick leave, (h) for					
holiday time, or (o) for other paid time off, next to the hours)					
	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5		

TOTAL QUARTERLY HOURS LOGGED	Employee Signature (required)*	Date
Superv	visor/Designee Signature (required)*	Date

TOTAL MONTHLY HOURS

1 1

Sign and date the log by the due date and give it to your school's nutrition coordinator or cafeteria site manager.

<sup>\*</sup> I certify that documented time is from Allowable Activities listed on this form.

Write the number of hours worked above the appropriate week number (e.g., wkl), within the appropriate Allowable Category.

Record all of your time in 15 minute increments, using decimals to record partial-hour increments (i.e., .25, .50, & .75)

At the end of each month, total each column in the "TOTAL MONTHLY HOURS" boxes at the bottom.

Add up the "TOTAL MONTHLY HOURS" and enter this amount into the space marked "TOTAL QUARTERLY HOURS LOGGED".

### NETWORK FOR A HEALTHY CALIFORNIA FUNDED PROJECT:

### SCNAC STATE SHARE DOCUMENTATION

STATE SHARE WEEKLY TIME LOG FY 2008 - 2009

#### Elementary & Middle School

Name:Tit	le:	Phone #/email:	
		District:	
Record your time in 15 minute increments, using de and date the log on the last working day of this qual	cimals to record partial-	hour increments (i.e., .25,	
Allowable Categories See page 2 for Allowable Activities	October wk1 wk2 wk3 wk4	November wk1 wk2 wk3 wk4	December wk1 wk2 wk3 wk4 wk5
Nutrition education in a classroom setting:			The second secon
☐ Harvest of the Month			
☐ Bulletin boards and other visual education		25 FE	
☐ Classroom snacks/food prep activities			
□ Dairy Council materials		Pag	Part of the same
☐ Other curriculum:			
☐ Misc. Activities e.g. washing hands before eating, importance of breakfast, etc.		100	CARREL TOTAL
CA 5 a Day-Power Play! and FSNEP curricula:*  □ Reading Across MyPyramid □ Food & Me □ Five a Day-Power Play! □ Nutrition to Grow On □ Junior Master Gardener □ Happy Healthy Me □ Eat Fit □ TWIGS □ Other	*Note: <i>CA 5 &amp;</i> Program	a Day-Power Play! and Food S o curricula cannot be used for S	tamp Nutrition Education SCNAC state share.
Nutrition education outside of a classroom setting (as part of a structured curriculum) e.g., field trips, in the garden, health office, lunch area, etc.			
Adult nutrition education in a classroom, group or individual setting.		100 A	100 (100 m) (1
Nutrition education at special events, e.g. Backto-School Night, walk to school days, etc		in the second	
Physical activity promotion (as a component of a broader nutrition education intervention) excluding exercise during regular class-based PE.			1 COLUMN 1 C
Nutrition education project evaluation, food preference surveys.			DER SER
Nutrition promotion activities (nutrition displays, posters, newsletters, videos).			
Staff training/professional development (nutrition education, physical activity promotion when linked to nutrition education), participation in NACs, etc.			
Administrative tasks related to the <i>Network</i> contract (time logs, invoicing, documentation).		200 VE 100 VE 100 VE	
Other activities (Please list – see page 2).		10 PT 24 PT 17 PT PT 17 PT PT 17 PT	PER STATE
*I certify that the documented time is from Allowabl	e Activities listed on pag	ge 2 of this form	
Employee Signature (required)*		Date	
Supervisor/ Designee Signature (required)*		Date_	
FOR OFFICE USE ONLY: Salary/Year	or Hourly Rate	Benefits %	_

#### **Allowable Activities**

### (All activities must be directed toward eligible low-income households in the community.)

#### Nutrition Education in a Classroom Setting:

- Nutrition education classes using approved curriculum (e.g., Dairy Council, Team Nutrition, Dietary Guidelines for Americans, Harvest of the Month).
- Read books on nutrition or encourage creation of artwork or essays on topics of nutrition such as the importance of eating fruits and vegetables as part of a healthy diet.
- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity.
- · Teach nutrition via CD ROM/ Internet/computer programs.

### <u>Nutrition Education outside a Classroom Setting (as a component of a structured curriculum):</u>

- Participate in nutrition education field trips (do not include transportation time or costs) such as tours of farmer's markets linking nutrition education on fruits and vegetables in classroom with field trip visit.
- · Garden based Nutrition education.
- In a food stamp or health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food Stamp Program promotion message).
- Nutrition education in the cafeteria /lunch area, e.g. eating with students to role model healthy eating, i.e.Crunch Lunches.
- Promote eating 3 meals a day (i.e. did you eat breakfast today?)

### <u>Adult Nutrition Education in Classroom, Group, or Individual Settings</u>

- Adult nutrition education classes using approved curriculum e.g. Dairy Council materials, Dietary Guidelines for Americans, Harvest of the Month).
- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity.
- Teach nutrition education via CD ROM/ Internet/computer programs.
- In a food stamp or health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food Stamp Program promotion message).

### <u>Nutrition Education at Special Events (</u>Children/students & Adults)

 Nutrition education at special events (e.g., Back to School Night, Open House, health fairs, career fairs, VERB Action Day, school assemblies, farmers'/flea markets). Special events that occur outside previously qualified sites of an agency will require income targeting data.

# <u>Physical Activity Promotion (as a component of a broader Nutrition Education intervention) (Children/students & Adults):</u>

- Promote increased physical activity as a component of a nutrition education intervention.
- Give advice on where to access low- or no-cost physical activities.
- Present <u>one-time</u> physical activity demonstrations that educate about and promote physical activity.

#### **Nutrition Education Project Evaluation:**

- Conduct program planning and evaluation as an essential part of developing/implementing effective nutrition education programs.
- Time spent conducting and/or supervising food preference surveys.

#### **Nutrition Promotion Activities:**

- Disseminate/sponsor newsletters, videos, CDs, or web pages on good nutrition or physical activity integrated as part of nutrition education.
- Disseminate press releases, press kits, PSAs or other educational materials that promote good nutrition (may include the role that physical activity plays in achieving good nutritional health and a brief Food Stamp Program promotion message).
- Provide brochures or posters that focus on nutrition and may include a Food Stamp Program promotion message.
- Set up nutrition displays (e.g. USDA Dietary Guidelines or My Pyramid posters with pictures of fruits and vegetables with nutritional messages).
- Get media involved in events targeting food stamp eligibles that promote good nutrition.
- Provide nutrition information and or technical assistance to community leaders who work directly with the food stamp eligibles about nutrition-related issues.

#### Staff Training/Professional Development:

 Develop/attend nutrition education events such as workshops, conferences, seminars, trainings, which may include the role physical activity plays in nutritional health, and provide clear and direct benefits to the food stamp audience being served and are within the activities of the SOW.

#### Administrative Tasks Related to the Network Contract:

- Spend time completing documentation for the *Network* contract (e.g. progress reports, time logs).
- Perform fiscal/accounting duties (e.g., invoicing)
- Perform general clerical tasks in support of Network projects (e.g., travel claims, photocopying).

lust be appro	 		
			 -
		100	 201-11-1

 \*Attention Program Manager: all activities must be in approved State Share Project Summary.

Page 2 of 2 Revised 03/19/08

Contractor Name: CSUC RF / SCNAC Contract #: 07-65309 Project Coordinator: Cindy Wolff

### NETWORK FOR A HEALTHY CALIFORNIA FUNDED PROJECT: SCNAC STATE SHARE DOCUMENTATION

STATE SHARE WEEKLY TIME LOG FY 2008 - 2009

**High School** 

Name:	Title:	Pho	one #/email:									
School:		District:		No. 3W 3 Li								
Record your time in 15 minute increments, using decimals to record partial-hour increments (i.e., .25, .50, and .75.) Sign in ink and date the log on the last working day of this quarter and then give it to your program manager.												
Allowable Categories See page 2 for Allowable Activities	October wk1 wk2 wk3 wk4	November wk1 wk2 wk3 wk4	December wk1 wk2 wk3 wk	4 wk5								
Nutrition Education in a Classroom Setting		100 April 1										
Nutrition Education outside a Classroom Setting, (as a component of a structured curriculum.)		1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -		2011 1 21 1855								
Adult Nutrition Education in Classroom, Group, or Individual Settings				as festa								
Nutrition Education at Special Events (Children, students & adults)		PART SPE										
Physical Activity Promotion (as a component of a broader Nutrition Education intervention)		497.50										
Nutrition Promotion Activities												
Staff Training/Professional Dev. (Nutrition Education /Physical Activity Promotion only when linked to Nutrition Education)		1990-19 To 1990-1990	2000 F									
Nutrition Education Project Evaluation		5 50 mg	(7.2-17.) 2.2-17.1									
Administrative Tasks Related to the Network Contract				1 0.00								
Other activities (Please list—see page 2 for additional space)												
*I certify that the documented time is	s from Allowable Activiti	ies listed on page 2 of thi	is form									
Employee Signature (required)*		60 Sec.	Date									
Supervisor/ Designee Signature (req		Market Salati Sa	Date									
FOR OFFICE USE ONLY: Salary/Yea	ar or Hourly	/ Rate Be	enefits %									
Total Personnel Salary	Total Benefits	Total Hours Log	ged									

#### **Allowable Activities**

(All activities must be directed toward eligible low-income households in the community.)

#### Nutrition Education in a Classroom Setting:

- Nutrition education classes using approved curriculum (e.g., Dairy Council, Team Nutrition, Dietary Guidelines for Americans, Harvest of the Month).
- Read books on nutrition or encourage creation of artwork or essays on topics of nutrition such as the importance of eating fruits and vegetables as part of a healthy diet.
- Conduct cooking class and/or taste tests with healthy foods as a part of a nutrition education lesson/activity.
- Teach nutrition via CD ROM/ Internet/computer programs.

### Nutrition Education Outside the Classroom Setting (as a component of a structured curriculum):

- Participate in nutrition education field trips (do not include transportation time or costs) such as tours of farmer's markets linking nutrition education on fruits and vegetables in classroom with field trip visit
- · Garden based nutrition education
- In a food stamp or health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food Stamp Program promotion message).

#### <u>Adult Nutrition Education in Classroom, Group, or</u> <u>Individual Settings:</u>

- Adult nutrition education classes using approved curriculum e.g. Dairy Council materials, Dietary Guidelines for Americans, Harvest of the Month).
- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity.
- Teach nutrition education via CD ROM/Internet/computer programs.
- In a food stamp or health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food Stamp Program promotion message).

## <u>Nutrition Education at Special Events (Children/students & adults):</u>

 Nutrition education at special events (e.g., Back to School Night, Open House, health fairs, career fairs, VERB Action Day, schools assemblies, farmers'/flea markets). Special events that occur outside previously qualified sites of an agency will require income targeting data.

# Physical Activity Promotion (as a component of a broader Nutrition Education intervention) (Children/students & Adults):

- Promote increased physical activity as a component of a nutrition education intervention.
- Give advice on where to access low- or no-cost physical activities.
- Present <u>one-time</u> physical activity demonstration that educates about and promotes physical activity.
- Providing ideas on including activities during the day (i.e. talking the stairs instead of the elevator, walk or bike to school, etc.)

#### **Nutrition Promotion Activities:**

- Disseminate/sponsor newsletters, videos, CDs, or web pages on good nutrition or physical activity integrated as part of nutrition education.
- Disseminate press releases, press kits, PSAs or other educational materials that promote good nutrition (may include the role that physical activity plays in achieving good nutritional health and a brief Food Stamp Program promotion message).
- Provide brochures or posters that focus on nutrition and may include a Food Stamp Program promotion message.
- Set up nutrition displays (e.g. USDA Dietary Guidelines or My Pyramid posters with pictures of fruits and vegetables with nutritional messages).
- Get media involved in events targeting food stamp eligibles that promote good nutrition.
- Provide nutrition information or technical assistance to community leaders who work directly with the food stamp eligibles about nutrition-related issues.

#### Staff Training/Professional Development:

 Develop/attend nutrition education events such as workshops, conferences, seminars, trainings, which may include the role physical activity plays in nutritional health, and provide clear and direct benefits to the food stamp audience being served and are within the activities of the SOW.

#### **Nutrition Education Project Evaluation:**

 Conduct program planning and evaluation as an essential part of developing/implementing effective nutrition education programs.

#### Administrative Tasks:

- Spend time completing documentation for the Network (e.g., progress reports, time logs).
- Perform fiscal/accounting duties (e.g., invoicing)
- Perform general clerical tasks in support of Network projects (e.g., travel claims, photocopying)

- 160	proved by So	 	
	*******		
		2.30	
		 1100 Maria (1	
	71 may 8 90 may 1 m	 	

\*Attention Program Manager: all activities must be in approved State Share Project Summary.

### ALL LOGS ARE DUE June 14th

### 3<sup>rd</sup> Qtr OUSD NUTRITION NETWORK LOCAL SHARE WEEKLY TIME LOG Teachers, School Nurses & Health Clerks (2006-2007)

Name: Grade: Track (Circle) S T									
Phone #Location:									
April Jumber of hours for the week of	May Number of hours fo		June Number of hours for the week of						
			-						
Apr 9-13 16-20 23-27 30	May 1-4 7-11 14-1	8 21-25 29-31	June 1	4-8 11-13					
	ed Hours for								
* I certify that documented ti Signature (required)*									
Exc	amples of Allowable	Activities to log							
<ul> <li>Children/Student Nutrition Educat         Setting:         <ul> <li>Conduct cooking classes and/or to foods as part of a nutrition educat</li> <li>Teaching lessons in the area of N Health Benefits of Physical Activ</li> </ul> </li> </ul>	aste tests with healthy ion lesson/activity. utrition, Food Safety,	<ul> <li>Adult Nutrition Education in Classroom, Group or Individual Settings:         <ul> <li>Talking with parents or passing out information abou nutrition/physical activity promotion. (i.e. Back to School Night or during a conference)</li> <li>Connecting students and their families with community resources that promote healthy eating and physical activity.</li> </ul> </li> </ul>							
<ul> <li>Teach nutrition via CD ROM/Interprograms. Harvest of the Season/M</li> </ul>		<ul> <li>Nutrition Education at Special Events:</li> <li>Nutrition Education at special events- Health Fairs,</li> <li>Open House, Back to School Night, carnivals and other school activities.</li> </ul>							
<ul> <li>Bulletin boards/door murals that sand increase physical activity.</li> <li>Steps to Healthy Living nutrition participation-Spring.</li> </ul>		Physical Activity Promotion (as a component of a broader Nutrition Education intervention):							
<ul> <li>Discussing breakfast and lunch m to the components of a healthy nu</li> </ul>		<ul> <li>Present a one-time physical activity demonstration that educates and promotes physical activity as a component of a broader nutrition education intervention.</li> <li>Promote increased physical activity as a component of a nutrition education intervention.</li> </ul>							
Children/Student Nutrition Educati Classroom Setting (as a component curriculum:	on outside a of a structured	Staff T	raining/Professional	Development:					
<ul> <li>Taking nutrition education field travel time or costs) and/or having areas of nutrition education and pl promotion.</li> </ul>	guest speakers in the	seminars	n Education Training- and other training eve and physical activity	attending workshops, ents that support nutrition promotion.					
<ul> <li>Garden based nutrition education.</li> </ul>									
Supervisor		Do	i						



OCDE Network	for a Healthy	California	Coalition
District:		_	



### STATE SHARE WEEKLY TIME LOG (2008-2009)

	Name:	rade:									
	Phone #		Loc	eation: _							
October Novemb  Number of hours rounded up to 0.25 Number of hours rounded up to 0.25						p to 0.25	Nurr		Decembe ours roun		0.25
Oct	t 1-3 6-10 13-17 20-24 27-31 Nov 3-7 10-14 1					24-28	Dec 1-5	8-12	15-19	22-26	29-31
		2000 1200		an the Angelon			0-12	13-17	22-20	27-31	
Total Logged Hours for 1 <sup>st</sup> Quarter  * I certify that documented time is from Allowable Activities listed on this page.											
Signature (required)*Date											
	Please check off all the activities that you completed during this quarter										Million
C	hildren/Student Nutrition E	dunation		3		ties to log abo			CI.		
	hildren/Student Nutrition E Conduct cooking classes an					Adult Nui	<u>trition Edu</u> Indiv	cation ii ridual Sc		om, Grou	<u>ip or</u>
	as part of a nutrition educati	ion lesson/	activity.			Parent nutr	rition educat	(1010)		ars/works	hops.
☐ Teaching lessons in the area of Nutrition, Food Safety, Health Benefits of Physical Activity.						nutrition/pl	th parents o hysical activ	ity pron			
☐ Integration of nutrition education such as reading books on							iring a conf	.5		•,•	
	nutrition or encouraging creation of artwork/essays on the topic of nutrition. Time spent putting up bulletin boards/door murals that support good nutrition and increased physical						g students ar hat promote				
_	activity.					Nutrition Education at Special Events:					
	Teach nutrition via CD ROM Harvest of the Month activity		Computer pro	grams.			ducation at				
	Steps to Healthy Living nutr		ation participat	tion		activities.	ck to School	i Nigni,	carnivais a	ina otner	school
	Discussing breakfast and lun	nch menu d	choices in relat		<u>P</u>	hysical Acti					<u>broader</u>
	components of a healthy nut	tritious me	al.		100-20		utrition Ed		V-81		
<u>(</u>	Children/Student Nutrition	Education	outside a Cla	ssroom			ne-time phy 1d promotes				
_	Setting (as a component						utrition edu				
	Taking nutrition education f time or costs) and/or having						althy active			nponent o	of a
	nutrition education and phys			.43 01			lucation inte Training/P			onmant.	
	Garden based nutrition educ						ducation Tr				
	Nutrition Pron Disseminate information and			ation at		seminars ar	nd other trai	ning eve	nts that su	ıpport nu	trition
<b>U</b>	meetings, conferences, and o			ation at		nutrition ed	ınd physical lucation.	activity	promotio	n linked v	with
	Disseminate newsletters, vic	ieos, CD's	or web pages	on good		<u>Admin</u>	istrative Ta	isk Rela	ted to the	Network	<u>::</u>
	nutrition or physical activity	· =				1070	leting docu			vork cont	racts
	Disseminate press releases, peducation and physical activ	press kits,	PSA's or other	r nutrition s linked			unting dutie			•	W (475)
	with nutrition education, get						rical tasks i Education				
_	events.					Conduct pr					
	Provide brochures or posters Set up nutrition displays.	s that focus	s on nutrition.				eloping/imp				
	Supervisor/Designee S	ignature	(required) _	r				Date:		200-20-80	

# County of San Bernardino Department of Public Health

NU	TRITION NETWO	ORK WEEKLY	Y TIME LOG					
Contract #								
Please check one box only:  [ ] State Share (Non-Network [ ] Federal Share (Network sp		er special projects (R	egional Contracts)					
Name: Position:								
Phone #Location:								
Month:	Month:		Month:					
Month: Number of hours for the week	Number of hor	ars for the week	Month:Number of hours for the week					
Wk 2 Wk 3 Wk 4 W	<u>k5</u> Wk1 Wk2 W	k 3 Wk 4 Wk 5	Wk 1 Wk 2 Wk 3 Wk 4 Wk 5					
Total Logged Hours for Quarter								
* I certify that documented time is from Allowable Activities listed on this page.								
Signature (required)*: Date:								
Supervisor (required)*: Date:								
*	Examples of Allowab	le Activities to lo	g above:					
Children/Student Nutrition Ed	ucation in a Classroom		Education in Classroom, Group or					
Setting:		Individual Settin						
Conduct cooking classes and foods as part of a nutrition ed		nutrition/phy	parents or passing out information about sical activity promotion. (i.e. Back to					
Teaching lessons in the area     Health Benefits of Physical A			or during a conference) tudents and their families with community					
Teach nutrition via CD ROM programs. Harvest of the Sea	1/Internet/Computer		t promote healthy eating and physical					
	Programs. That vest of the Season would activities.							
<ul> <li>Bulletin boards/door murals that support good nutrition and increase physical activity.</li> <li>Nutrition Education at special events- Health Fairs, Open House, Back to School Night, carnivals and other school activities.</li> </ul>								
National Nutrition Month (Neducation promotion participate)		Physical Activity	y Promotion (as a component of a on Education intervention):					
Discussing breakfast and lun relation to the components or		Present a one	-time physical activity demonstration that promotes physical activity as a component					
Discuss snack menu choices balanced food pattern.	as part of a healthy,	of a broader i	nutrition education intervention.					
Children/Student Nutrition Ediclassroom Setting (as a compo		manification education intervention.						

## curriculum:

Taking nutrition education field trips (do not include travel time or costs) and/or having guest speakers in the areas of nutrition education and physical activity

promotion.

Garden based nutrition education.

Nutrition Education Training- attending workshops, seminars and other training events that support nutrition education and physical activity promotion.



## Network for a Healthy California—LAUSD 2008-2009 WEEKLY INDIVIDUAL TIME LOG

Reporting Period 2 - January 1 to March 20, 2009

(Due to your Lead Teacher by the established due date)

								-								
Name:			loyee a						81-							
Title:		Phone Number:														
Grade:		Number of Students in Class:														
School:		Loca	ation Co	ode:								100	12%			
This is a legal document, please complete all information legibly and Instructions: 1. Complete the top section. 2. Allowable Nutrition Education appropriate activity. 3. Record time in 15 minute increments, using decirin the quarter.) At the end of each period, total each column in the "TOTA QUARTERLY HOURS LOGGED". 4. Sign and date the log and give it to DATED by you and the Lead Teacher/Alternate Lead Teacher.	ion Ac imals i	ctivities: to record	rd partial- " boxes a	l-hour in at the rigi	icrement	its (i.e. d up th	25, .: he "TO	.50, .75) OTAL H	). (Note: IOURS"	time n	nust be iter this	recorded	d on a we	eekly bas	sis for all	l months
ALLOWABLE ACTIVITIES		J	JANUAI Week				F	EBRU Wee					MARCI Week	502		TOTAL ACTIVITY HOURS
	1st	2nd	3rd	4th	5th	1st	2nd		_	5th	1st	2nd	3rd	4th	5th	
NUTRITION EDUCATION FOR STUDENTS	1-2		12-16	_						5	2-6	9-13	16-20	7	J	
Nutrition education in the classroom, such as using fruits and vegetables in a lesson plan, or integrating nutrition education into daily routines and/or subject areas. (This also includes nutrition education with Physical Education.)	*								20		-	<u>.</u>	10			
Garden-based nutrition education.			/	$[\_\_]'$							['					
Nutrition education through classroom cooking.																
Nutrition education during meal or recess times.										1595				1924		
Nutrition education through school field trips (excluding transportation costs).																
Nutrition education through school cafeteria tours.																
Physical Activity promotion as a component of nutrition education.* (see reverse side) Preparing nutrition education materials for school					-											
publications, bulletin boards, kiosk, etc.									1 1		1 1	1		Table 1		1 1
Coordinating Harvest of the Month activities.			$\Box$													
Nutrition education in other school offices by nurses or administrators.																
NUTRITION EDUCATION AT SPECIAL EVENTS						100	1									
Coordinate and promote nutrition education or nutrition education with a physical activity component at school community events (e.g. Back to School, health fairs, Walk to School week, PTA, etc.).																
NUTRITION EDUCATION FOR PARENTS		EXEM!	HOLDING.	THE REAL PROPERTY.	HARRY.		E TH	NEW YORK			THE ST	SENERAL PROPERTY.	SERVED IN			EUSENI CH
Educate parents about nutrition, physical activity	_	A STATE OF THE PARTY OF THE PAR						10000	100000			ASSESSED.	2000			A STATE OF THE PARTY OF THE PAR
promotion and food safety.		1						.						5 19		
SCHOOL-WIDE NUTRITION	TIT						1		HE HA		All The	<b>THE 1</b>	<b>7</b> 49775		175	
PROMOTION/MARKETING/SCHOOL																
Promote healthy eating, nutrition and physical activity, or cod stamps to the school community.									`							
Promote healthy school environment.																
Use local media to promote nutrition education.										7						
STAFF TRAINING & PROFESSIONAL	all a			No. of	12/12/	1995	12.47	1000	11 (17.5)	1000	3/3/3			5000 C	1917275	
DEVELOPMENT																
Train staff on nutrition education or Network activities during regular school hours.																

Date:

**Total Weekly Hours** 

Participant's Signature:

Your signature on this form verifies that you have accurately and completely filled out this Weekly Individual Time Log.

Date:

Lead Teacher's Signature:

Your signature on this form verifies that you have reviewed this Weekly Individual Time Log and that it was completed correctly.

Total Quarterly Hours Logged

#### This page should be copied to the reverse side of the Weekly Individual Time Logs

Network for a Healthy California— LAUSD

### EXAMPLES OF ALLOWABLE NUTRITION EDUCATION ACTIVITIES

2008-2009

#### **Nutrition Education for Students:**

- Nutrition education classes using approved resources (e.g., Dairy Council, PowerPlay, Team Nutrition, Dietary Guidelines for Americans, Harvest of the Month).
- Read books on nutrition or encourage creation of artwork or essays on topics of nutrition such as the importance of eating fruits and vegetables as part of a healthy diet.
- Teach nutrition education as a stand alone subject area or integrated with math, language art, science, social studies, PE or other subject areas.
- Teach nutrition via CD ROM/ Internet/computer programs.
- · Garden-based nutrition education.
- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity.
- Promote increased physical activity as a component of a nutrition education intervention.
  - \*Classroom teachers as well as PE Instructors teaching nutrition education must count this time as Nutrition Education in a Classroom Setting (Line 1), not as Physical Activity Promotion.
  - Give advice on where to access low- or no-cost physical activities.
  - Present <u>one-time</u> physical activity demonstrations that educate about and promote physical activity.
- Participate in nutrition education field trips (do not include transportation time or costs) such as tours of farmer's markets linking nutrition education on fruits and vegetables in classroom with field trip visit.
- Cafeteria-based nutrition education activities/promotions which are part of a structured program that is connected to classroom instruction (i.e., Harvest of the Month).
- In a school health office setting, promote healthy eating habits and the role that physical activity plays

in good nutrition (can include a brief Food Stamp Program promotion message).

#### **Nutrition Education at Special Events:**

 Nutrition education at special events (e.g., Back to School Night, Open House, health fairs, career fairs, VERB Action Day, school assemblies, farmers'/flea markets).

#### **Nutrition Education for Parents:**

- Adult nutrition education classes using approved program (e.g. USDA, Dairy Council or PowerPlay materials, Dietary Guidelines for Americans, Harvest of the Month).
- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity.
- Teach nutrition education via CD ROM/Internet/computer programs.
- In a school health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food Stamp Program promotion message).

#### School-Wide Nutrition Promotion/Marketing/School:

- Disseminate/sponsor newsletters, videos, CDs, or web pages on good nutrition or physical activity integrated as part of nutrition education
- Disseminate press releases, press kits, PSAs or other educational materials that promote good nutrition (may include the role that physical activity plays in achieving good nutritional health and a brief Food Stamp Program promotion message).
- Provide brochures or posters that focus on nutrition and may include a Food Stamp Program promotion message.
- Set up nutrition displays (e.g. Harvest of the Month or MyPyramid posters with pictures of fruits and vegetables with nutritional messages).
- Get media involved in events targeting food stamp eligibles that promote good nutrition.
- Provide nutrition information and or technical assistance to community leaders who work directly with the food stamp eligibles about nutrition-related issues.

#### Staff Training/Professional Development:

Train staff on nutrition education or Network activities.

Contractor Name: CSUC RF / SCNAC Contract #: 07-65309 Project Coordinator: Cindy Wolff

### NETWORK FOR A HEALTHY CALIFORNIA FUNDED PROJECT: SCNAC FEDERAL SHARE DOCUMENTATION

	SHARE WEEKLY TIME LOG	FY.	2
--	-----------------------	-----	---

Name:Partner:	nts, us	sing a						Phone	#/ema	ail:			
Partner:	nts, us	ing a		s	te:								
	nts, us workii	ing a											
Record your time in 15 minute increments, using decimals to record partial-hour increments (i.e., .25, .50, and .75.) Sign in ink and date the log on the last working day of this quarter and then give it to your program manager.													
Allowable Categories See page 2 for Allowable Activities	wk1		ober wk3	wk4	wk1		ember wk3		wk1		ecem wk3	ber wk4	wk5
Children/Student Nutrition Education in a Classroom Setting								ISS IN					
Children/Student Nutrition Education outside a Classroom Setting (as a component of a structured curriculum)				3									
Adult Nutrition Education in Classroom, Group or Individual Settings					-			ESS		-		Folgo	District Control
Nutrition Education at Special Events (Children, students, & adults)						18	-	Barra Barra		V	**************************************	tre ne	
Physical Activity Promotion (as a component of a broader nutrition education intervention)					-								
Nutrition Education Project Evaluation								SUCKE SUCKE			-		
Nutrition Promotion Activities													
Staff Training/Professional Development (Nutrition Education/Physical Activity Promotion only when linked to Nutrition Education)						-		11211 PASS					NA
Administrative Tasks Related to the Network Contract			-		9 <del></del>								
Other activities (Please list—see page 2 or additional space)					7 <u>-a</u> a			[-*1+ 				<u>MM</u>	
Paid Time Off (List (v) for vacation, (s) for sick leave, (h) for holiday time, or (o) for other paid time off, next to the hours)			3 <del>x - 1 - 1 - 1</del>		0.17-117-1-1			11779 150 101				<u> 2884</u>	
I certify that the documented time is fro	m Allo	wabl	e Acti	vities l	isted o	n pag	je 2 o	this fo	orm				
Employee Signature (required)*				4° 14						Da	ite		
Supervisor/ Designee Signature (require	ed)*							<del></del>		Da	te	<u></u>	

Total Benefits

Total Personnel Salary

Total Hours Logged

#### **Allowable Activities**

(All activities must be directed toward eligible low-income households in the community.)

#### <u>Children/Student Nutrition Education in a Classroom</u> Setting:

- Nutrition education classes using approved curriculum (e.g., Dairy Council, Team Nutrition, Dietary Guidelines for Americans, Harvest of the Month).
- Read books on nutrition or encourage creation of artwork or essays on topics of nutrition such as the importance of eating fruits and vegetables as part of a healthy diet.
- Conduct cooking class and/or taste tests with healthy foods as a part of a nutrition education lesson/activity.
- Teach nutrition via CD ROM/ Internet/computer programs.

# Children/Student Nutrition Education Outside the Classroom Setting (as a component of a structured curriculum):

- Participate in nutrition education field trips (do not include transportation time or costs) such as tours of farmer's markets linking nutrition education on fruits and vegetables in classroom with field trip visit
- · Garden based nutrition education
- In a food stamp or health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food Stamp Program promotion message).

#### <u>Adult Nutrition Education in Classroom, Group, or</u> <u>Individual Settings:</u>

- Adult nutrition education classes using approved curriculum e.g. Dairy Council materials, Dietary Guidelines for Americans, Harvest of the Month).
- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity.
- Teach nutrition education via CD ROM/Internet/computer programs.
- In a food stamp or health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food Stamp Program promotion message).

### <u>Nutrition Education at Special Events (Children/students & adults):</u>

 Nutrition education at special events (e.g., Back to School Night, Open House, health fairs, career fairs, VERB Action Day, schools assemblies, farmers'/flea markets). Special events that occur outside previously qualified sites of an agency will require income targeting data.

# Physical Activity Promotion (as a component of a broader Nutrition Education intervention) (Children/students & Adults):

- Promote increased physical activity as a component of a nutrition education intervention.
- Give advice on where to access low- or no-cost physical activities.
- Present <u>one-time</u> physical activity demonstration that educates about and promotes physical activity.
- Providing ideas on including activities during the day (i.e. talking the stairs instead of the elevator, walk or bike to school, etc.)

#### **Nutrition Promotion Activities:**

- Disseminate/sponsor newsletters, videos, CDs, or web pages on good nutrition or physical activity integrated as part of nutrition education.
- Disseminate press releases, press kits, PSAs or other educational materials that promote good nutrition (may include the role that physical activity plays in achieving good nutritional health and a brief Food Stamp Program promotion message).
- Provide brochures or posters that focus on nutrition and may include a Food Stamp Program promotion message.
- Set up nutrition displays (e.g. USDA Dietary Guidelines or My Pyramid posters with pictures of fruits and vegetables with nutritional messages).
- Get media involved in events targeting food stamp eligibles that promote good nutrition.
- Provide nutrition information or technical assistance to community leaders who work directly with the food stamp eligibles about nutrition-related issues.

#### **Nutrition Education Project Evaluation:**

 Conduct program planning and evaluation as an essential part of developing/implementing effective nutrition education programs.

#### Staff Training/Professional Development:

 Develop/attend nutrition education events such as workshops, conferences, seminars, trainings, which may include the role physical activity plays in nutritional health, and provide clear and direct benefits to the food stamp audience being served and are within the activities of the SOW.

#### **Administrative Tasks:**

- Spend time completing documentation for the Network (e.g., progress reports, time logs).
- Perform fiscal/accounting duties (e.g., invoicing)
- Perform general clerical tasks in support of Network projects (e.g., travel claims, photocopying)

Other Ac	
(Must be	listed in approved Federal Share Scope of Work
A	
-	The Control of the Co
	A CONTRACTOR OF THE CONTRACTOR

#### Paid Time Off

 Examples of paid time off include vacation, sick leave, holiday time, annual leave, and maternity leave. Contractor Name: CSUC RF / SCNAC Contract #: 07-65309 Project Coordinator: Cindy Wolff

# NETWORK FOR A HEALTHY CALIFORNIA FUNDED PROJECT: SCNAC STATE SHARE DOCUMENTATION STATE SHARE WEEKLY TIME LOG FY 2008 – 2009 Community

STATE SHARE WE	EKLY TIME LOG FY	2008 – 2009 <u>Con</u>	nmunity					
Name:	Name: Phone #/email:							
Partner:Site:								
Record your time in 15 minute increments, using decimals to record partial-hour increments (i.e., .25, .50, and .75.) Sign in ink and date the log on the last working day of this quarter and then give it to your program manager.								
Allowable Categories See page 2 for Allowable Activities	October wk1 wk2 wk3 wk4	November wk1 wk2 wk3 wk4	<b>December</b> wk1 wk2 wk3 wk4 wk5					
Children/Student Nutrition Education in a Classroom Setting		GENERAL STREET	\$5.6794.00 (2.4896.74) \$267.44.01 \$250.000.01					
Children/Student Nutrition Education outside a Classroom Setting (as a component of a structured curriculum)		Market Ma	PICCEPT PRAIS CO.					
Adult Nutrition Education in Classroom, Group or Individual Settings		100 mm						
Nutrition Education at Special Events (Children, students & adults)		Para de la companya d						
Physical Activity Promotion (as a component of a broader nutrition education intervention)		APP CONTROL OF THE CO						
Nutrition Education Project Evaluation			17.4 (					
Nutrition Promotion Activities			200 Total To					
Staff Training/Professional Development (Nutrition Education/Physical Activity Promotion only when linked to Nutrition Education)		\$376677   						
Administrative Tasks Related to the Network Contract		(1 g m)						
Other activities (Please list—see page 2 for additional space)								
\$50-40 \$7 \$75-500 or \$6 \$500 \$4000	I certify that the documented time is from Allowable Activities listed on page 2 of this form							
Employee Signature (required)*			Date					
Supervisor/ Designee Signature (require	ed)*		Date					

FOR OFFICE USE ONLY: Salary/Year \_\_\_\_\_ or Hourly Rate \_\_\_\_\_ Benefits % \_\_\_\_\_ Total Personnel Salary \_\_\_\_\_ Total Benefits \_\_\_\_\_ Total Hours Logged \_\_\_\_\_\_

#### **Allowable Activities**

(All activities must be directed toward eligible low-income households in the community.)

#### <u>Children/Student Nutrition Education in a Classroom</u> Setting:

- Nutrition education classes using approved curriculum (e.g., Dairy Council, Team Nutrition, Dietary Guidelines for Americans, Harvest of the Month).
- Read books on nutrition or encourage creation of artwork or essays on topics of nutrition such as the importance of eating fruits and vegetables as part of a healthy diet.
- Conduct cooking class and/or taste tests with healthy foods as a part of a nutrition education lesson/activity.
- Teach nutrition via CD ROM/ Internet/computer programs.

# Children/Student Nutrition Education Outside the Classroom Setting (as a component of a structured curriculum):

- Participate in nutrition education field trips (do not include transportation time or costs) such as tours of farmer's markets linking nutrition education on fruits and vegetables in classroom with field trip visit
- · Garden based nutrition education
- In a food stamp or health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food Stamp Program promotion message).

#### <u>Adult Nutrition Education in Classroom, Group, or</u> Individual Settings:

- Adult nutrition education classes using approved curriculum e.g. Dairy Council materials, Dietary Guidelines for Americans, Harvest of the Month).
- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity.
- Teach nutrition education via CD ROM/Internet/computer programs.
- In a food stamp or health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food Stamp Program promotion message).

### <u>Nutrition Education at Special Events (Children/students</u> & adults):

 Nutrition education at special events (e.g., Back to School Night, Open House, health fairs, career fairs, VERB Action Day, schools assemblies, farmers'/flea markets). Special events that occur outside previously qualified sites of an agency will require income targeting data.

# Physical Activity Promotion (as a component of a broader Nutrition Education intervention) (Children/students & Adults):

- Promote increased physical activity as a component of a nutrition education intervention.
- Give advice on where to access low- or no-cost physical activities.
- Present <u>one-time</u> physical activity demonstration that educates about and promotes physical activity.
- Providing ideas on including activities during the day (i.e. talking the stairs instead of the elevator, walk or bike to school, etc.)

#### **Nutrition Education Project Evaluation:**

 Conduct program planning and evaluation as an essential part of developing/implementing effective nutrition education programs.

#### **Nutrition Promotion Activities:**

- Disseminate/sponsor newsletters, videos, CDs, or web pages on good nutrition or physical activity integrated as part of nutrition education.
- Disseminate press releases, press kits, PSAs or other educational materials that promote good nutrition (may include the role that physical activity plays in achieving good nutritional health and a brief Food Stamp Program promotion message).
- Provide brochures or posters that focus on nutrition and may include a Food Stamp Program promotion message.
- Set up nutrition displays (e.g. USDA Dietary Guidelines or My Pyramid posters with pictures of fruits and vegetables with nutritional messages).
- Get media involved in events targeting food stamp eligibles that promote good nutrition.
- Provide nutrition information or technical assistance to community leaders who work directly with the food stamp eligibles about nutrition-related issues.

#### Staff Training/Professional Development:

 Develop/attend nutrition education events such as workshops, conferences, seminars, trainings, which may include the role physical activity plays in nutritional health, and provide clear and direct benefits to the food stamp audience being served and are within the activities of the SOW.

#### **Administrative Tasks:**

- Spend time completing documentation for the Network (e.g., progress reports, time logs).
- Perform fiscal/accounting duties (e.g., invoicing)
- Perform general clerical tasks in support of Network projects (e.g., travel claims, photocopying)

Other Activities:
Must be approved by SCNAC Program Manager*)

H100-120220	William - The state of the stat	2.			
			5-171		_
	7575				
				3035	
		13 100 100 100 100			-
-					_
					_

Page 2 of 2

<sup>\*</sup>Attention Program Manager: all activities must be in approved State Share Project Summary.

Contractor Name: CSUC RF / SCNAC Contract #: 07-65309

#: <u>07-65309</u> Project Coordinator: Cindy Wolff

### NETWORK FOR A HEALTHY CALIFORNIA FUNDED PROJECT:

### SCNAC STATE SHARE DOCUMENTATION

CTATE CHADE	WEEKLY TIME LOC	EV 2000 2000
SIAIE SHAKE	WEEKLY TIME LOG	F

Pre School & After School

Name:	Title	Phono #/or	mail
Name:			mail:
Record your time in 15 minute increments, using decimals to			
the last working day of this quarter and then give it to your p	rogram manager.		
Allowable Categories See page 2 for Allowable Activities	October wk1 wk2 wk3 wk4	November Wk1 wk2 wk3 wk4	December wk1 wk2 wk3 wk4 wk5
Children/Student Nutrition Education in a	WAT WAZ WAS WAT	VIKT WILL WIND VIKT	WICH WILL WILD WICH WILD
Classroom Setting:			
☐ Harvest of the Month		(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	
☐ Bulletin boards and other visual education		[17672] 17602	1415 (1) E1678 (
☐ Classroom snacks/food prep activities		## No.	
☐ Dairy Council materials		17572	
☐ Other curriculum:			
☐ Misc. Activities e.g. washing hands before eating, importance of breakfast, etc.		English of the Control of the Contro	200 A 2 / 10 / 10 / 10 / 10 / 10 / 10 / 10 /
CA 5 a Day-Power Play! and FSNEP curricula:*  □ Reading Across MyPyramid □ Food & Me □ Five a Day-Power Play! □ Nutrition to Grow On □ Junior Master Gardener □ Happy Healthy Me □ Eat Fit □ TWIGS □ Other	*Note: <i>CA</i> Education P	l A 5 a Day-Power Play! and F Program curricula cannot be share.	ood Stamp Nutrition used for SCNAC state
Children/Student Nutrition Education Outside a Classroom Setting (as a component of a structured curriculum).		erikanya j Hari ba ci Hari ba ci	
Adult Nutrition Education in Classroom, Group, or Individual Settings		22,500	
Nutrition Promotion Activities (newsletters, videos, CDs, nutrition displays)			(2.55) (2.55) (2.55)
Nutrition Education at Special Events (Children, students, & adults)			2000 HEER
Physical Activity Promotion (as a component of a broader Nutrition Education intervention)		######################################	5255-9 1205M
Staff Training/Professional Development (Nutrition Education, Physical Activity Promotion only when linked to Nutrition Education)			2000 COM
Nutrition Education Project Evaluation, Food Preference Surveys		(STATE)	<u> </u>
Administrative Tasks Related to the <i>Network</i> Contract (documentation, time logs)			ELECTRIC CONTROL CONTR
Other activities (Please list—see page 2 for additional space)		17/4/20	
*I certify that the documented time is from Allowa	able Activities listed o	on page 2 of this form	
Employee Signature (required)*		**************************************	Date
Supervisor/ Designee Signature (required)*			Date
FOR OFFICE USE ONLY: Salary/Year	or Hourly Rate	Benefits %	Total Personnel
Salary Total Benefits	Total Hours Log		

#### Allowable Activities

(All activities must be directed toward eligible low-income households in the community.)

### Children/Student Nutrition Education in a Classroom Setting (as a component of a structured curriculum):

- Planning, instruction, set-up/clean-up for lessons, taste testing and group cooking
- Reading of story books that increase the awareness of healthy eating.
- Writing about fruits/vegetables, art-coloring and display of fruit/vegetable artwork based upon a nutrition education lesson
- Encouraging hand washing before/after meals
- · Discussing MyPyramid
- Suggesting new healthy foods, encourage healthier alternatives at snack/lunch time (i.e. fruits and vegetable consumption).
- Cooking and/or taste testing of healthy foods (i.e. fruits and vegetables).

### <u>Children/Student Nutrition Education outside a Classroom Setting (as a component of a structured curriculum):</u>

- Garden based Nutrition Education, i.e. promote healthy eating habits and physical activity, nutrition activities and games, discuss where our food comes from (farm to farmer's market).
- Participate in nutrition education field trips (do not include transportation time or costs) such as tours of farmer's markets linking nutrition education on fruits and vegetables curriculum with field trip visit.
- In a food stamp or health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food Stamp Program promotion message).

#### <u>Adult Nutrition Education in Classroom, Group, or</u> <u>Individual Settings:</u>

- Adult nutrition education classes using approved curriculum e.g. Dairy Council materials, Dietary Guidelines for Americans, Harvest of the Month).
- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity.
- Teach nutrition education via CD ROM/Internet/computer programs.
- In a food stamp or health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food'Stamp Program promotion message).

#### **Nutrition Promotion Activities:**

- Disseminate/sponsor newsletters, videos, CDs, or web pages on good nutrition or physical activity integrated as part of nutrition education.
- Disseminate press releases, press kits, PSAs or other educational materials that promote good nutrition (may include the role that physical activity plays in achieving good nutritional health and a brief Food Stamp Program promotion message).
- Provide brochures or posters that focus on nutrition and may include a Food Stamp Program promotion message.
- Set up nutrition displays (e.g. USDA Dietary Guidelines or My Pyramid posters with pictures of fruits and vegetables with nutritional messages).
- Get media involved in events targeting food stamp eligibles that promote good nutrition.
- Provide nutrition information or technical assistance to community leaders who work directly with the food stamp eligibles about nutrition-related issues.

### <u>Nutrition Education at Special Events (Children/students & Adults):</u>

- Nutrition education at special events (e.g., Back to School Night, Open House, health fairs, career fairs, VERB Action Day, schools assemblies, farmers'/flea markets). Special events that occur outside previously qualified sites of an agency will require income targeting data.
- · School assemblies that promote nutrition

### <u>Physical Activity Promotion (as a component of a broader Nutrition Education intervention) (Children/students & Adults):</u>

- Promote increased physical activity as a component of a nutrition education intervention.
- Give advice on where to access low- or no-cost physical activities.
- Present <u>one-time</u> physical activity demonstration that educates about and promotes physical activity.
- · Encouragement of walking, running
- Providing ideas on including activities during the day (i.e. talking the stairs instead of the elevator, walk or bike to school, etc.)

#### Staff Training/Professional Development:

 Develop/attend nutrition education events such as workshops, conferences, seminars, trainings, which may include the role physical activity plays in nutritional health, and provide clear and direct benefits to the food stamp audience being served and are within the activities of the SOW.

#### **Nutrition Education Project Evaluation:**

- Conduct program planning and evaluation as an essential part of developing/implementing effective nutrition education programs.
- Time spent conducting and/or supervising food preference surveys.

#### Administrative Tasks Related to the Network Contract:

- Spend time completing documentation for the Network (e.g., progress reports, time logs).
- Perform fiscal/accounting duties (e.g., invoicing)

Other Activities

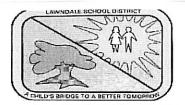
 Perform general clerical tasks in support of Network projects (e.g., travel claims, photocopying)

		***	UNG	
			1,0000000000000000000000000000000000000	
100 pages 4-100 00 00 00 00 00 00 00 00 00 00 00 00				
			· · · · · · · · · · · · · · · · · · ·	
	19-19-18-1			CASSAGE TO THE STATE OF THE STA

 \*Attention Program Manager: all activities must be in approved State Share Project Summary.



# Lawndale Elementary School District STATE SHARE WEEKLY TIME LOG (2008-2009)



Name:	Grade/Position:	
Phone #	Location:	
PLEASE TURN IN TO	O YOUR SCHOOL LIAISON BY:	

	OCTOBER	NOVEMBER	DECEMBER
Nutrition education in a Classroom	Number of hours for the week of	Number of hours for the week of	Number of hours for the week of
Setting			
	1-3 6-10 13-17 20-24 27-31	3-7 10-14 17-21 24-28	1-5 8-12 15-19 22-26 29-31
	OCTOBER	NOVEMBER	DECEMBER
	Number of hours for the week of	Number of hours for the week of	Number of hours for the week of
Nutrition Promotion/Marketing/Policy			1.114
	1-3 6-10 13-17 20-24 27-31	3-7 10-14 17-21 24-28	1-5 8-12 15-19 22-26 29-31
Staff Tunining/Dunfaceional	OCTOBER	NOVEMBER	DECEMBER
Staff Training/Professional	Number of hours for the week of	Number of hours for the week of	Number of hours for the week of
Development (Nutrition Education/Physical Activity Promotion			0 20 01 1900 120 BALIDORO - WOODSHIEW
Related)	1-3 6-10 13-17 20-24 27-31	3-7 10-14 17-21 24-28	1-5 8-12 15-19 22-26 29-31
	OCTOBER	NOVEMBER	DECEMBER
Administrative Tasks	Number of hours for the week of	Number of hours for the week of	Number of hours for the week of
Authinistrative rasks			
-	1-3 6-10 13-17 20-24 27-31	3-7 10-14 17-21 24-28	1-5 8-12 15-19 22-26 29-31
	OCTOBER	NOVEMBER	DECEMBER
Paid Time Off Paid Time Off (List (v) for vacation, (s) for sick leave, (h) for holiday	Number of hours for the week of	Number of hours for the week of	Number of hours for the week of
ime, or (o) for other paid time off, next to			
the hours)	1-3 6-10 13-17 20-24 27-31	3-7 10-14 17-21 24-28	1-5 8-12 15-19 22-26 29-31

Total Logged Hours	s for 1 <sup>st</sup> Quarter	
* I certify that documented time is from Allowable Activit	ies listed on this page.	
Signature (required)*	Date	<u> And All Conference on the State Conference on the St</u>
Supervisor/Designee Signature (required)*	Date	

Examples of Allowable Activities to log above:

## <u>Children/Student Nutrition Education in a Classroom Setting:</u>

- Conduct taste tests and/or cooking classes with healthy foods as part of a nutrition education lesson/activity.
- Teaching lessons in the area of Nutrition, Food Safety, Health Benefits of Physical Activity.
- Integration of nutrition education such as reading books on nutrition or encouraging creation of artwork/essays on the topic of nutrition. Time spent putting up bulletin boards/door murals that support good nutrition and increased physical activity.
- Teach nutrition via CD ROM/Internet/Computer programs.
- Harvest of the Month activities.
- Use resources to educate about nutrition (e.g. Dairy Council, Dietary Guidelines, MyPyramid, Harvest of the Month)
- Discussing breakfast and lunch menu choices in relation to the components of a healthy nutritious meal.
- Participate in field trips and/or hear guest speakers regarding nutrition and physical activity promotion.

#### **Staff Training/Professional Development:**

Nutrition Education Training- attending workshops, seminars and other training events that support nutrition education and physical activity promotion linked with nutrition education.

#### Administrative Task Related to the Network:

- Time completing documentation for *Network* contracts
- Fiscal/accounting duties (e.g. invoicing)

General clerical tasks in support of *Network* projects

#### **Nutrition Promotion Activities:**

- Disseminate newsletters, videos, CD's or web pages on good nutrition or physical activity promotion
- Disseminate press releases, press kits, PSA's or other nutrition education and physical activity promotional materials linked with nutrition education, get media involved in nutrition events.
- Provide brochures or posters that focus on nutrition. Set up nutrition displays.

Kern County Superintendent of Schools #08-85171 Teacher/Staff Name:

Weekly Time Log Month/Year:

Circle One: State Share/Federal Share

School Site:



Record time in 15 minute increments, using decimals to record partial-hour increments (i.e., .25, .50, and .75.) Please check off the activities that you completed during this month.

Date	Time must be in decimal form	# Reached	Student Nutrition Education in a Classroom Setting:	House health faire carear faire enhant accompliae)
Work 1.		2000		Dhucipal Activity (DA) Dramotion and Commonst of a Broader
Mon			approved curriculum (e.g., Dairy Council Team Nutrition	Nutrition Education (Nut Ed.) Intervention:
Tues			Dietary Guidelines for Americans. Harvest of the Month.	Promote PA as a component of a Nut. Ed. intervention
Wed				T Present one-time PA demonstrations that educate about
Thur			Reading of books that increases the awareness of good	and promote PA.
Fri			nutrition or encourages creation of artwork or essays on	Nutrition Ed Project Evaluation:
Total time for week 1:	week 1:		topics of nutrition such as the importance of eating fruits	☐ Conduct program planning and evals as an essential part
			and vegetables as part of a healthy diet.	of developing/implementing effective Nut. Ed. Programs.
Week 2:			Conduct cooking classes and/or taste tests with healthy	Nutrition Promotion Activities:
Mon			foods as part of a nutrition education lesson/activity.	☐ Disseminate/sponsor Newsletters, videos, CDs or web
Tues			<ul> <li>Discussing breakfast and lunch menu choices in relation to</li> </ul>	pages on good nutrition or PA integrated as part of Nut Ed.
Wed			the components of a healthy nutritious meal	☐ Disseminate press releases, press kits, PSAs or other
Thurs			Teaching nutrition education as a stand alone subject area	educational materials that promote good nutrition.
Fri			or integrated with math, language art, science, social studies	☐ Provide brochures or posters that focus on nutrition and
Total time for week 2:	week 2:		or other subject areas.	may include a Food Stamp Program promotion message.
			Student Nutrition Education Outside a Classroom Setting	Time to set up nutrition displays (e.g., MyPyramid posters,
Week 3:			(as a component of a structured curriculum):	USDA Dietary Guidelines) with nutritional messages.
Mon			☐ Participate in nutrition education field trips (do not include	Time spent involving media in events targeting food
Tues			transportation time or costs) such as tours of farmers	stamp eligibles that promote good nutrition.
Wed			markets, packing houses, dairies, linking nutrition education	☐ Provide nutrition information and/or technical assistance
Thurs			on fruits and vegetables in classroom with field trip visit.	to community leaders who work directly with the food stamp
Fri				eligibles about nutrition-related issues.
Total time for week 3:	week 3:		In a food stamp or health aide office setting, promote	Staff Training/Professional Development:
			healthy eating habits, (e.g., benefits of eating breakfast),	<ul> <li>Develop/attend Nut. Ed. events such as workshops, seminars,</li> </ul>
Week 4:			and/or the role that PA plays in good nutrition (can include	conferences, trainings, which may include the role PA plays
Mon			a brief Food Stamp Program promotion message).	in health, & provide clear & direct benefits to the food stamp
Tues			☐ Cafeteria-based nutrition education activities/promotions	audience being served & are within the activities of SOW.
Wed			which are part of a structured program that is connected to	Administrative Tasks:
Thurs			the classroom instruction (i.e., Harvest of the Month).	Time spent completing documentation, fiscal/accounting
Fri			Adult Nutrition Education in Classroom, Group or Individual	duties, general clerical tasks in support of Network Projects.
Total time for week 4:	week 4:		Settings:	Perform fiscal/accounting duties (e.g., invoicing).
			Parent nutrition education classes/seminars/workshops	Perform general clerical tasks in support of Network projects
Mon			☐ Talking with parents or passing out information about nutrition/	(e.g., travel claims, photocopying).
Tues			physical activity promotion. (i.e. Back to School Night)	Other Activities: (Must be listed in approved Scope of Work
Wed			Connecting students and their families with community	[SOW] and/or Project Summary): List on Back of page.
Thurs			resources that promote healthy eating and physical activity	Paid Time Off
Fri			Nutrition Education at Special Events/Community Events:	Examples of paid time off include: vacation, sick leave, holiday
Total time for week 5:	week 5:		□ Nut. Ed. at Special Events (e.g., Back to School Night, Open	time, annual leave, and maternity leave.
I certify that th	ne lessons/activitie	s reported w	I certify that the lessons/activities reported were conducted according to the guidelines associated with the Allowable Nutrition Education Activities and listed on this form.	le Nutrition Education Activities and listed on this form.
Teacher/St	Teacher/Staff Signature:		Date:	
Supervisor	Supervisor/Designee Signature.	instilre.	Dato	Total Time I amend.

Supervisor/Designee Signature:
This material was funded by USDA's Food Stamp Program through the California Department of Public Health's Network for a Healthy California. These institutions are equal opportunity providers and employers. The Food Stamp Program provides
This material was funded by USDA's Food Stamp Program through the California Department of Public Health's Network for a Healthy California. These institutions are equal opportunity providers and employers. The Food Stamp Program provides nutrition assistance to people with low income. It can help buy nutritious foods for a better diet. For more information about the Food Stamp Program in Kern County, please call (661) 631-6000

### Network for a Healthy California Weekly Time Log 2008-09

Project Coordinator: Piper Mattson, x7967

FEDERAL SHARE NETWORK PAID

Use this form for time paid from Network funds (eg. Back to School Night; extra hours from HOTM outside regular work hours; paid Network trainings, or meetings, etc. Must accompany payroll time sheet.

Name:	Grade:
Print: First	Last
Job Title:	School/Location:
Month:	
PLEASE RETURN YOUR TIME LOG AT THE END OF EVERY	MY MONTH TO: SITE LEAD TEACHER OR
NUTRITION SERVICES (IF NO SLT)	
Week 1 Week 2 Week 3	Week 4 Week 5 Monthly Total
Indicate the number of hours per week. Total yo	your monthly hours-Record time in 15 minute increments (in
	(.25, .5, .75 for partial hours)
I certify that documented time is	s from Allowable Activities listed on this page
Signature (Required):	Date:
Supervisor/Designee Signature:	

#### Allowable Activities

#### Nutrition Education in a Classroom/Group Setting (Children/adults):

- · Nutrition education classes using approved resources (e.g., Dairy Council, Team Nutrition, Dietary Guidelines for Americans, Harvest of the Month).
- Read books on nutrition or encourage artwork or essays on topics of nutrition, e.g. the importance of fruits and vegetables
- · Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity (e.g. Kids Cooking Week)
- Teach nutrition via CD ROM/ Internet/computer programs.
- Teaching nutrition education as a stand alone subject area or integrated with core subjects

#### Children/Student Nutrition Education outside a Classroom Setting (as a component of a structured curriculum):

- Participate in nutrition education field trips (do not include transportation time or costs) eg. tours of farmer's markets linking nutrition education on fruits and vegetables in classroom with field trip visit.
- Garden based nutrition education
- · Cafeteria-based nutrition education activities/promotions which are part of a structured program that is connected to classroom instruction (i.e., Harvest of the Month, Welcome Back).

#### Nutrition Education at Special Events (students & adults)

- Nutrition education at special events (e.g., Open House, health fairs, school assemblies, Library Nutrition Events).
- Physical Activity Promotion (as a component of a broader Nutrition Education intervention) (children/students/adults)
- Promote increased physical activity as a component of a nutrition education intervention.

- · Give advice on where to access low- or no-cost physical activities.
- · Present one-time physical activity demonstrations that educate about and promote physical activity.

#### **Nutrition Education Project Evaluation:**

 Conduct program planning and evaluation as an essential part of developing/implementing effective nutrition education programs

#### **Nutrition Promotion Activities:**

- Disseminate/sponsor newsletters, videos, CDs, or web pages on good nutrition or physical activity integrated as part of nutrition education
- Provide brochures or posters that focus on nutrition and may include a Food Stamp Program promotion message.
- Set up nutrition displays (e.g. Harvest of the Month or My Pyramid) posters with pictures of fruits and vegetables with nutritional messages).

#### Staff Training/Professional Development:

Develop/attend nutrition education events such as workshops. conferences, seminars, trainings, which may include the role of physical activity plays in health, and provide clear and direct benefits to the food stamp audience being served and are within the activities of the SOW.

#### Administrative Tasks Related to the Network Contract:

- · Spend time completing documentation for the Network contract (e.g. progress reports, monthly time logs).
- · Perform general clerical tasks in support of Network projects (e.g., travel claims, photocopying)

#### Other Activities

(Must be listed in approved Scope of Work Project Summary)

☐ State Share (Non-Network funds)

## Network for a Healthy California Weekly Time Log 2008-09

-	F	01	fat to the second	
1	-eneral	Share	(Network sponsore	an activities

Name:	Grade:
Print: First	Last
Job Title:	School/Location:
Month:	
PLEASE RETURN YOUR TIME LOG AT THE END OF EVER NUTRITION SERVICES (IF NO SLT)	
Week 1 Week 2 Week 3	Week 4 Week 5 Monthly Total
	our monthly hours-Record time in 15 minute increments (in 1.25, .5, .75 for partial hours)
I certify that documented time is	from Allowable Activities listed on this page
Signature (Required):	Date:
Supervisor/Designee Signature:	Date/

#### Allowable Activities

#### Nutrition Education in a Classroom/Group Setting (Children/adults):

- Nutrition education classes using approved resources (e.g., Dairy Council, Team Nutrition, Dietary Guidelines for Americans, Harvest of the Month).
- Read books on nutrition or encourage artwork or essays on topics of nutrition, e.g. the importance of fruits and vegetables
- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity (e.g. Kids Cooking Week)
- · Teach nutrition via CD ROM/ Internet/computer programs.
- Teaching nutrition education as a stand alone subject area or integrated with core subjects

## Children/Student Nutrition Education outside a Classroom Setting (as a component of a structured curriculum):

- Participate in nutrition education field trips (do not include transportation time or costs) such as tours of farmer's markets linking nutrition education on fruits and vegetables in classroom with field trip visit.
- Garden based nutrition education
- Cafeteria-based nutrition education activities/promotions which are part of a structured program that is connected to classroom instruction (i.e., Harvest of the Month, Welcome Back).

#### Nutrition Education at Special Events (students & adults)

- Nutrition education at special events (e.g., Open House, health fairs, school assemblies, Library Nutrition Events).
- <u>Physical Activity Promotion</u> (as a component of a broader Nutrition Education intervention) (children/students/adults)
- Promote increased physical activity as a component of a nutrition education intervention.

- Give advice on where to access low- or no-cost physical activities.
- Present <u>one-time</u> physical activity demonstrations that educate about and promote physical activity.

#### **Nutrition Education Project Evaluation:**

 Conduct program planning and evaluation as an essential part of developing/implementing effective nutrition education programs

#### **Nutrition Promotion Activities:**

- Disseminate/sponsor newsletters, videos, CDs, or web pages on good nutrition or physical activity integrated as part of nutrition education
- Provide brochures or posters that focus on nutrition and may include a Food Stamp Program promotion message.
- Set up nutrition displays (e.g. Harvest of the Month or My Pyramid posters with pictures of fruits and vegetables with nutritional messages).

#### Staff Training/Professional Development:

 Develop/attend nutrition education events such as workshops, conferences, seminars, trainings, which may include the role of physical activity plays in health, and provide clear and direct benefits to the food stamp audience being served and are within the activities of the SOW.

#### Administrative Tasks Related to the Network Contract:

- Spend time completing documentation for the Network contract (e.g. progress reports, monthly time logs).
- Perform general clerical tasks in support of Network projects (e.g., travel claims, photocopying)

#### Other Activities

(Must be listed in approved Scope of Work Project Summary)



# Network for a Healthy California – LACOE Coalition District:



	CHANGE FEDERA	AL SHARE WEE	KLY TI	ME LOG	(2008-2009)		Office of Education Educators + Supersong E Serving Construendes
	Name:						
	Phone #:	<u> </u>		Locano	on:	- 114A	
	OCTOBER  Number of hours for the week of	NOVEN Number of hours f		eek of		ECEMBER ours for the wee	k of
Oc	et 1-3 6-10 13-17 20-24 27-31	Nov 3-7 10-14	17-21	24-26	Dec 1-5 8-12	15-19 <b>22-26</b>	29-31
		Total Logged Hours	for 1 <sup>st</sup> O	larter			
	* I certify that documented time is			) <del>(</del>			
	"I certify that documented time is	irom Anowable Acti	vities iist	eu on this pa	age.		
	Signature (required)*				Date		<del></del>
						707424	
		k off all the activities i	that you d	·-	-		
	Nutrition Education in a CI			Adult N	lutrition Education		Group or
	Incorporating nutrition lesson plans as Conduct cooking classes and/or taste		<b>s</b> $\Box$	Doront nutr	Individual S ition education classe		ulrah on a
L	as part of a nutrition education lesson.		s u		th parents or passing		
	Teaching lessons in the area of Nutriti				hysical activity prom		
Served.	Benefits of Physical Activity.	ion, i ood Saiety, iiean	.,		ring a conference)	otion: (i.e. Buci	t to belloof
	Integration of nutrition education su	ich as reading books	on 🗆		students and their fa	amilies with cor	nmunity
	nutrition or encouraging creation of a				hat promote healthy of		
	of nutrition. Time spent putting up bu		als				
	that support good nutrition and increa		П		rition Education at		
	Teach nutrition via CD ROM/Internet	/Computer programs.			ducation at special e		
	Harvest of the Month activities.	1		activities.	ik to Belloof Night, ea	armvais and on	ici scilooi
	Discussing breakfast and lunch menu components of a healthy nutritious me		ie P		vity Promotion (as a	a component of	f a broader
					utrition Education i		
9	Children/Student Nutrition Education				ne-time physical acti		
122	Setting (as a component of a struc				nd promotes physical		mponent of
	Taking nutrition education field trips				utrition education int		
	time or costs) and/or having guest spe nutrition education and physical activi				althy active lifestyles		it of a
	Garden based nutrition education.	ity promotion.	П		lucation intervention. Iclude all of the mand		ducation
11	Nutrition Promotion	Activities:	1_1		al minutes or ongoing		
	Disseminate newsletters, videos, CD's			clubs, bowl		g i A programs	i.c. warking
	nutrition or physical activity promotio				Training/Profession	nal Developme	nt:
	Disseminate press releases, press kits,		n 🗆		ducation Training- at		
	education and physical activity promo				nd other training ever		
	with nutrition education, get media in	volved in nutrition			nd physical activity	promotion linke	d with
	events.			nutrition ed			Catalog • caso.
	Provide brochures or posters that focu	s on nutrition.			istrative Task Relat		
	Set up nutrition displays.	Evaluation:			and submission of the		
	Nutrition Education Project Conduct program planning and evalua		. 0		leting documentation		ontracts
ш	of developing/implementing effective		t 🗆		unting duties (e.g. in rical tasks in support		niects
	programs.		L	General cle	ricai tasks iii support	t of <i>wenvork</i> pro	nccis

#### Newport Mesa Unified School District Contract # 07-65332

☑ State Share (Non-Network funds)

☐ Federal Share (Network sponsored activities)

### Network for a Healthy California Monthly Time Log 2008-2009



Name:				Grade: _	TOP CHANE  Network for a Healthy Calif
Job Title:			_ School/Lo	cation:	
Month:	N YOUR TIME LOG A	T THE END OF EVER	Y MONTH		
Week 1	Week 2	Week 3	Week 4	Week 5	<b>Monthly Total</b>
Indicate the	number of hours	s for each week a	ınd total your mo	nthly hours-Recor	d time in 15 minute increments
	I certify that	t documented time is	from Allowable Acti	vities listed on this p	age
Signature	(Required):			Date	o:

#### Allowable Activities

#### Children/Student Nutrition Education in a Classroom Setting:

- Nutrition education classes using approved resources (e.g., Dairy Council, Team Nutrition, Dietary Guidelines for Americans, Harvest of the Month).
- Read books on nutrition or encourage creation of artwork or essays on topics of nutrition such as the importance of eating fruits and vegetables as part of a healthy diet.
- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity
- · Teach nutrition via CD ROM/ Internet/computer programs.
- Teaching nutrition education as a stand alone subject area or integrated with math, language arts, science, social studies, or other subject areas

## Children/Student Nutrition Education outside a Classroom Setting (as a component of a structured curriculum):

- Participate in nutrition education field trips (do not include transportation time or costs) such as tours of farmer's markets linking nutrition education on fruits and vegetables in classroom with field trip visit.
- · Garden based Nutrition education
- In a food stamp or health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food Stamp Program promotion message).
- Cafeteria-based nutrition education activities/promotions which are part of a structured program that is connected to classroom instruction (i.e., Harvest of the Month).

#### Adult Nutrition Education in Classroom, Group, or Individual Settings

- Adult nutrition education classes using approved curriculum (e.g. Dairy Council materials, Dietary Guidelines for Americans, Harvest of the Month).
- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity
- Teach nutrition education via CD ROM/ Internet/computer programs.
- In a food stamp or health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food Stamp Program promotion message).

#### Nutrition Education at Special Events (children/students & adults)

 Nutrition education at special events (e.g., Back to School Night, Open House, health fairs, school assemblies, farmers' markets). Special events that occur outside previously qualified sites of an agency will require income targeting data.

If you have any questions about this form- please contact Geoff lanniello – *Network* for a *Healthy California* Project Coordinator: (714) 424-7557 or gianniello@nmusd.us

<u>Physical Activity Promotion (</u>as a component of a broader Nutrition Education intervention) (children/students/adults)

- · Give advice on where to access low- or no-cost physical activities.
- Present <u>one-time</u> physical activity demonstrations that educate about and promote physical activity.

#### **Nutrition Education Project Evaluation:**

 Conduct program planning and evaluation as an essential part of developing/implementing effective nutrition education programs

#### **Nutrition Promotion Activities:**

- Disseminate/sponsor newsletters, videos, CDs, or web pages on good nutrition or physical activity integrated as part of nutrition education
- Disseminate press releases, press kits, PSAs or other educational materials that promote good nutrition (may include the role that physical activity plays in achieving good nutritional health and a brief Food Stamp Program promotion message).
- Provide brochures or posters that focus on nutrition and may include a Food Stamp Program promotion message.
- Set up nutrition displays (e.g. Harvest of the Month or My Pyramid posters with pictures of fruits and vegetables with nutritional messages).
- Get media involved in events targeting food stamp eligibles that promote good nutrition.
- Provide nutrition information and or technical assistance to community leaders who work directly with the food stamp eligibles about nutritionrelated issues.

#### Staff Training/Professional Development:

 Develop/attend nutrition education events such as workshops, conferences, seminars, trainings, which may include the role of physical activity plays in health, and provide clear and direct benefits to the food stamp audience being served and are within the activities of the SOW.

#### Administrative Tasks Related to the Network Contract:

- Spend time completing documentation for the Network contract (e.g. progress reports, monthly time logs).
- Perform fiscal/accounting duties (e.g., invoicing)
- Perform general clerical tasks in support of Network projects (e.g., travel claims, photocopying)

#### **Other Activities**

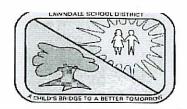
- · (Must be listed in approved Scope of Work Project Summary)
- <u>Paid Time Off</u> Examples of paid time off include vacation, sick leave, holiday, annual leave, and maternity leave.

FOR OFFICE USE ONLY: Pay Rate \$	/hour Supervisor/Designee Signature (Required):	Date	



## This is from LATTE LIA

### Lawndale Elementary School District STATE SHARE WEEKLY TIME LOG (2008-2009)



Grade/Position:	
Location:	
YOUR SCHOOL LIAISON BY:	
)	Location:

	OCTOBER	NOVEMBER	DECEMBER
Nutrition education in a Classroom	Number of hours for the week of	Number of hours for the week of	Number of hours for the week of
Setting			
J. Commission of the commissio			
	1-3 6-10 13-17 20-24 27-31	3-7 10-14 17-21 24-28	1-5 8-12 15-19 22-26 29-31
	OCTOBER	NOVEMBER	DECEMBER
	Number of hours for the week of	Number of hours for the week of	Number of hours for the week of
Nutrition Promotion/Marketing/Policy			
	1-3 6-10 13-17 20-24 27-31	3-7 10-14 17-21 24-28	1-5 8-12 15-19 22-26 29-31
C. COT. II. ID. C. I. I	OCTOBER	NOVEMBER	DECEMBER
Staff Training/Professional	Number of hours for the week of	Number of hours for the week of	Number of hours for the week of
Development (Nutrition Education/Physical Activity Promotion			A Mark Control of the
Related)	1-3 6-10 13-17 20-24 27-31	3-7 10-14 17-21 24-28	1-5 8-12 15-19 22-26 29-31
	OCTOBER	NOVEMBER	DECEMBER
Administrative Tasks	Number of hours for the week of	Number of hours for the week of	Number of hours for the week of
Administrative rasks			
	1-3 6-10 13-17 20-24 27-31	3-7 10-14 17-21 24-28	1-5 8-12 15-19 22-26 29-31
DOE CONTAL JUNGO. MORAL RESPONDE TRANSPORTERON DESCRIPTION OF THE SAME	OCTOBER	NOVEMBER	DECEMBER
Paid Time Off Paid Time Off (List (v) for vacation, (s) for sick leave, (h) for holiday	Number of hours for the week of	Number of hours for the week of	Number of hours for the week of
time, or (o) for other paid time off, next to			
the hours)	1-3 6-10 13-17 20-24 27-31	3-7 10-14 17-21 24-28	1-5 8-12 15-19 22-26 29-31

Total Logged Hours for	r 1 <sup>st</sup> Quarter	
* I certify that documented time is from Allowable Activities	listed on this page.	
Signature (required)*	Date	
Supervisor/Designee Signature (required)*	Date	

#### Examples of Allowable Activities to log above:

## <u>Children/Student Nutrition Education in a Classroom</u> <u>Setting:</u>

- Conduct taste tests and/or cooking classes with healthy foods as part of a nutrition education lesson/activity.
- Teaching lessons in the area of Nutrition, Food Safety, Health Benefits of Physical Activity.
- Integration of nutrition education such as reading books on nutrition or encouraging creation of artwork/essays on the topic of nutrition. Time spent putting up bulletin boards/door murals that support good nutrition and increased physical activity.
- Teach nutrition via CD ROM/Internet/Computer programs.
- Harvest of the Month activities.
- Use resources to educate about nutrition (e.g. Dairy Council, Dietary Guidelines, MyPyramid, Harvest of the Month)
- Discussing breakfast and lunch menu choices in relation to the components of a healthy nutritious meal.
- Participate in field trips and/or hear guest speakers regarding nutrition and physical activity promotion.

#### **Staff Training/Professional Development:**

Nutrition Education Training- attending workshops, seminars and other training events that support nutrition education and physical activity promotion linked with nutrition education.

#### Administrative Task Related to the Network:

- Time completing documentation for *Network* contracts
- Fiscal/accounting duties (e.g. invoicing)

General clerical tasks in support of Network projects

#### **Nutrition Promotion Activities:**

- Disseminate newsletters, videos, CD's or web pages on good nutrition or physical activity promotion
- Disseminate press releases, press kits, PSA's or other nutrition education and physical activity promotional materials linked with nutrition education, get media involved in nutrition events.
- Provide brochures or posters that focus on nutrition. Set up nutrition displays.



## HBUHSD Nutrition Network STATE MATCH WEEKLY TIME LOG (2007-2008)

Name:			Grade:						<u> </u>					
Pho	one#_		11 Feb. 1		Location:									
October  Number of hours for the week of			November Number of hours for the week of				<b>December</b> Number of hours for the week of			k of				
Oct 1-5	8-12	15-19	22-26	29-31	Nov 1-2	5-9	12-16	19-23	26-30	Dec 13-7	10-14	17-21	24-28	31
		84		TOT	AL FIRST	QUAR	TER H	OURS I	LOGGE	D	_			
Emp	loyee Sig	gnature (	require	i)*					4000		[	Date		
Supervisor/Designee Signature (required)*														
* I c	ertify tha	t docum	ented tin	ne is from	Allowable A	ctivities	listed hel	ow						

#### Examples of Allowable Activities to log above:

## <u>Children/Student Nutrition Education in a Classroom Setting:</u>

- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity.
- ☐ Teaching lessons in the area of Nutrition, Food Safety, Health Benefits of Physical Activity.
- □ Integration of nutrition education such as reading books on nutrition or encouraging creation of artwork/essays on the topic of nutrition. Time spent putting up bulletin boards/door murals that support good nutrition and increased physical activity.
- □ Teach nutrition via CD ROM/Internet/Computer programs.
- □ Harvest of the Month activities.
- □ Steps to Healthy Living nutrition education participation
- □ Discussing breakfast and lunch menu choices in relation to the components of a healthy nutritious meal.

## <u>Children/Student Nutrition Education outside a Classroom Setting (as a component of a structured curriculum):</u>

- □ Taking nutrition education field trips (do not include travel time or costs) and/or having guest speakers in the areas of nutrition education and physical activity promotion.
- Garden based nutrition education.

#### **Nutrition Promotion Activities:**

- Disseminate newsletters, videos, CD's or web pages on good nutrition or physical activity promotion
- Disseminate press releases, press kits, PSA's or other nutrition education and physical activity promotional materials linked with nutrition education, get media involved in nutrition events.
- Provide brochures or posters that focus on nutrition.
- Set up nutrition displays







### Adult Nutrition Education in Classroom, Group or Individual Settings:

- □ Parent nutrition education classes/seminars/workshops.
- □ Talking with parents or passing out information about nutrition/physical activity promotion. (i.e. Back to School Night or during a conference)
- Connecting students and their families with community resources that promote healthy eating and physical activity.

#### **Nutrition Education at Special Events:**

Nutrition Education at special events- Health Fairs,
 Open House, Back to School Night, carnivals and other school activities.

### Physical Activity Promotion (as a component of a broader Nutrition Education intervention):

- Present a one-time physical activity demonstration that educates and promotes physical activity as a component of a broader nutrition education intervention.
- Promote healthy active lifestyles as a component of a nutrition education intervention.

#### Staff Training/Professional Development:

 Nutrition Education Training- attending workshops, seminars and other training events that support nutrition education and physical activity promotion linked with nutrition education.

#### Administrative Task Related to the Network:

- ☐ Time completing documentation for *Network* contracts
- □ Fiscal/accounting duties (e.g. invoicing)
- ☐ General clerical tasks in support of *Network* projects

#### **Nutrition Education Project Evaluation:**

Conduct program planning and evaluation as an essential part of developing/implementing effective nutrition education programs.

#### **WEEKLY TIME LOG 2008 - 2009**

Please check one box only:						
[X] State Share (Non-Network funds)						
[ ] Federal Share (Network sponsored activiti	es) and other special projec	ts (e.g., Regional Nutrition N	letworks, faith-based, etc.)			
Employee name:	Employee #					
Classification:Phone #: _	Location:					
Due Date: Please return original form by	to <u>Yvonne Ortega</u> at <u>Re</u>	<u>edhill</u>				
Allowable Categories See back page for Allowable Activities	Month:	Month:	Month:			
Children/Student Nutrition Education in a Classroom Setting						
	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5			
Children/Student Nutrition Education Outside a Classroom Setting, (as a component of a						
structured program)	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5			
Adult Nutrition Education in Classroom, Group,						
or Individual Settings	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5			
Nutrition Education at Special Events						
*	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5			
Physical Activity Promotion (as a component of						
a broader nutrition education intervention)	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5			
Nutrition Education Project Evaluation						
	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5			
Nutrition Promotion Activities		THE WAY THE THE	WIT WILL WING WINT WING			
	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5			
Staff Training/Professional Development	With Wile Will Wile	WAT WILL WAS WITH WILD	WAT WAZ WAS WAY WAS			
	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	 wk1 wk2 wk3 wk4 wk5			
Administrative Tasks Related to the Network	WKT WKZ WKO WK4 WKO	WKT WKZ WKO WK4 WKO	WKT WKZ WK3 WK4 WK3			
Contract	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5				
Other activities (Please list—see page 2 for	WKT WKZ WKS WK4 WKS	WKT WKZ WK3 WK4 WK5	wk1 wk2 wk3 wk4 wk5			
additional space)						
Paid Time Off (List (v) for vacation, (s) for sick	wk1 wk2 wk3 wk4 wk	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5			
leave, (h) for holiday time, or (o) for other paid						
time off, next to the hours)	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5			
TOTAL MONTHLY HOURS	CATAGORIAN COMPANIAN CONTRACTOR AND THE RESIDENCE OF THE CONTRACTOR AND THE CONTRACTOR AN					
INSTRUCTIONS:		1 200				
1. Mark either the "Federal Share" or "State Share State Share activities Regional Nutrition Nati	are" box at the top of the form. (	Note: LIAs must use a separate fo	orm for documenting Federal vs.			
State Share activities. Regional Nutrition Netv "Federal Share.")			F 1570 1951			
2. Enter the amount of time spent performing each	ch type of activity in the column for	or that day. (Note: Study must b	e completed on a weekly basis for the ent			
study month. In addition, documented time must be from the Allowable Activities listed on page 2 of this form.)  3. Paid time off (e.g., vacation, sick leave, holiday time, etc.) should be recorded as the actual paid vacation, paid sick time or paid holiday time earned						
per the organization's policies. These types of earnings must be prorated by the FTE budgeted in the contract -e.g., if a .50 FTE employee takes a						
week vacation, that employee would record 4 hours of vacation time per day on the time study for that week (.50FTE x 40 hours/5 days).  4. Record time in 15 minute increments, using decimals to record partial-hour increments (i.e., .25, .50, and .75.)						
5. At the end of the month, total all boxes in each row and record the sum in the "TOTAL" column at the right margin. Then total the amounts in the right-						
hand column and record the sum in the box at the bottom-right corner. (Note: The sum of the far-right column must equal the sum of the bottom row.)  6. Add the total hours for each month and enter this amount into the "TOTAL HOURS FOR QUARTER" box at bottom of this page. Enter your hourly,						
daily, or monthly rate of pay, as applicable. 7. Sign and date your time study, and give it to yo			, , , , , , , , , , , , , , , , , , , ,			
			В.,			
TOTAL QUARTERLY HOURS LOGGED En Employee Pay Rate-\$/hour/day/month (c	nployee Signature (required)* ircle one)		Date			
	Designee Signature (required)*		Data			

<sup>\*</sup> I certify that documented time above is from Allowable Activities listed on page 2 of this form.

## OCSS ACKESS Page 2

#### **Examples of Allowable Activities**

#### (All activities must be directed toward food stamp eligible households in the community.)

#### <u>Children/Student Nutrition Education in a Classroom</u> Setting:

- Nutrition education classes using approved resources (e.g., Dairy Council, Team Nutrition, Dietary Guidelines for Americans, Harvest of the Month).
- Read books on nutrition or encourage creation of artwork or essays on topics of nutrition such as the importance of eating fruits and vegetables as part of a healthy diet.
- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity.
- Teach nutrition via CD ROM/ Internet/computer programs.
- Teach nutrition education as a stand alone subject area or integrated with math, language, art, science, social studies, or other subject area.

# Children/Student Nutrition Education outside a Classroom Setting (as a component of a structured program):

- Participate in nutrition education field trips (do not include transportation time or costs) such as tours of farmer's markets linking nutrition education on fruits and vegetables in classroom with field trip visit.
- · Garden based Nutrition education.
- In a food stamp or health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food Stamp Program promotion message).
- Cafeteria-based nutrition education activities/promotions which are part of a structured program that is connected to classroom instruction (i.e., Harvest of the Month).

## <u>Adult Nutrition Education in Classroom, Group, or Individual Settings:</u>

- Adult nutrition education classes using approved program (e.g., Dairy Council materials, Dietary Guidelines for Americans, Harvest of the Month).
- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity.
- Teach nutrition education via CD ROM/ Internet/computer programs.
- In a food stamp or health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food Stamp Program promotion message).

### Nutrition Education at Special Events: (children/students & adults)

 Nutrition education at special events (e.g., Back to School Night, Open House, health fairs, career fairs, VERB Action Day, school assemblies, farmers'/flea markets). Special events that occur outside previously qualified sites of an agency will require income targeting data.

# Physical Activity Promotion (as a component of a broader Nutrition Education intervention) (children/students & adults)

 Promote increased physical activity as a component of a nutrition education intervention.

- Give advice on where to access low- or no-cost physical activities.
- Present <u>one-time</u> physical activity demonstrations that educate about and promote physical activity.

#### Nutrition Education Project Evaluation:

 Conduct program planning and evaluation as an essential part of developing/implementing effective nutrition education programs.

#### Nutrition Promotion Activities:

- Disseminate/sponsor newsletters, videos, CDs, or web pages on good nutrition or physical activity integrated as part of nutrition education.
- Disseminate press releases, press kits, PSAs or other educational materials that promote good nutrition (may include the role that physical activity plays in achieving good nutritional health and a brief Food Stamp Program promotion message).
- Provide brochures or posters that focus on nutrition and may include a Food Stamp Program promotion message.
- Set up nutrition displays (e.g., Harvest of the Month or My Pyramid posters with pictures of fruits and vegetables with nutritional messages).
- Get media involved in events targeting food stamp eligibles that promote good nutrition.
- Provide nutrition information and or technical assistance to community leaders who work directly with the food stamp eligibles about nutrition-related issues.

#### Staff Training/Professional Development:

 Develop/attend nutrition education events such as workshops, conferences, seminars, trainings, which may include the role physical activity plays in health, and provide clear and direct benefits to the food stamp audience being served and are within the activities of the SOW.

#### Administrative Tasks Related to the Network Contract:

- Spend time completing documentation for the Network contract (e.g., progress reports, time logs).
- Perform fiscal/accounting duties (e.g., invoicing).
- Perform general clerical tasks in support of Network projects (e.g., travel claims, photocopying).

#### Other Activities:

(Must be listed in Summary).	approved S	cope of Work or	Project
- Internation	. /82/8/8/		0

#### Paid Time Off:

 Examples of paid time off include vacation, sick leave, holiday time, annual leave, and maternity leave.

#### Network for a Healthy California QUARTERLY TIME LOG 2008 - 2009

Please check one box only: [ ] Local Share (Non-Network fund	s) [ ] State Share (Network sponsore	d activities)	
Employee name:		School:	9
Job Title: :	100		
Due Date:	Return to:		
<ul> <li>Write the number of hours worked above the appropriate week number (e.g., wk1).</li> <li>Record time in 15 minute increments using decimals to record partial-hour increments (i.e., .25575)</li> </ul>	Month:	Month:	Month:
1,2,3,4 - Total your hours where indicated	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	Total Monthly Hours:
5 - SIGN	Total Monthly Hours:	Total Monthly Hours:	
<b>6</b> - DATE	<b>U</b>	2	
Return to your Lead Nutrition Teacher or Cafeteria     Manager – Thank you!			
I certify that o	documented time is from Allowa	able Activities listed on this pag	je.

TOTAL QUARTERLY HOURS LOGGED:	4	-
Staff Signature (required):		<b>6</b> Date:

#### **ALLOWABLE ACTIVITIES**

#### Children/Student Nutrition Education in a Classroom Setting:

- Nutrition education classes using approved curriculum (e.g., Dairy Council, Team Nutrition, Dietary Guidelines for Americans, Harvest of the Month)
- Read books on nutrition or encourage creation of artwork or essays on topics of nutrition such as the importance of eating fruits and vegetables as part of a healthy diet.
- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity
- Teach nutrition via CD ROM/ Internet/computer programs.

#### Children/Student Nutrition Education outside a Classroom Setting (as a component of a structured curriculum):

- Participate in nutrition education field trips (do not include transportation time or costs) such as tours of farmer's markets linking nutrition education on fruits and vegetables in classroom with field trip visit...
- Garden based Nutrition education
- In a food stamp or health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food Stamp Program promotion message).

#### Adult Nutrition Education in Classroom, Group, or Individual Settings

- Adult nutrition education classes using approved curriculum e.g. Dairy Council materials, Dietary Guidelines for Americans, Harvest of the Month).
- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity
- Teach nutrition education via CD ROM/ Internet/computer programs.
- In a food stamp or health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food Stamp Program promotion message).

#### Nutrition Education at Special Events (Children/students & Adults)

Nutrition education at special events (e.g., Back to School Night, Open House, health fairs, career fairs, VERB Action Day, school assemblies, farmers'/flea markets). Special events that occur outside previously qualified sites of an agency will require income targeting

Physical Activity Promotion (as a component of a broader Nutrition Education intervention) (Children/students & Adults):

- Promote increased physical activity as a component of a nutrition
- education intervention. Give advice on where to access low- or no-cost physical activities.
- Present one-time physical activity demonstrations that educate about and promote physical activity.

#### Nutrition Education Project Evaluation:

Conduct program planning and evaluation as an essential part of developing/implementing effective nutrition education programs

#### **Nutrition Promotion Activities:**

- Disseminate/sponsor newsletters, videos, CDs, or web pages on good nutrition or physical activity integrated as part of nutrition education
- Disseminate press releases, press kits, PSAs or other educational materials that promote good nutrition (may include the role that physical activity plays in achieving good nutritional health and a brief Food Stamp Program promotion message).
- Provide brochures or posters that focus on nutrition and may include a Food Stamp Program promotion message.
- Set up nutrition displays (e.g. USDA Dietary Guidelines or My Pyramid posters with pictures of fruits and vegetables with nutritional messages).
- Get media involved in events targeting food stamp eligibles that promote
- Provide nutrition information and or technical assistance to community leaders who work directly with the food stamp eligibles about nutritionrelated issues.

#### Staff Training/Professional Development:

Develop/attend nutrition education events such as workshops. conferences, seminars, trainings, which may include the role physical activity plays in nutritional health, and provide clear and direct benefits to the food stamp audience being served and are within the activities of the

#### Administrative Tasks Related to the Network Contract:

- Spend time completing documentation for the Network contract (e.g. progress reports, time logs).
- Perform fiscal/accounting duties (e.g., invoicing)
- Perform general clerical tasks in support of Network projects (e.g., travel claims, photocopying)

Other Activities: (Must be listed in approved State Share Scope of Work or Local Share Project Summary)

Revised NMUSD Quarterly Time Log - Approved 3-19-08

FOR OFFICE USE ONLY: Pay Rate \$	/hour. Supervisor/Designee Signa	ture (Required):	Date:/_	



# NETWORK FOR A HEALTHY CALIFORNIA WEEKLY TIME LOG

### State Share (Non-Network Funds)

SAUSD - 1st QUARTER REPORT (2008-9)

Employee Name: (PLEASE PRINT)	Employee Number:							
Title:	Location:	Phone:						
Due Date: Please turn in by Dec. 12, 2008 to Network Office (via district/school mail)								
OCTORER	NOVEMBER							
OCTOBER  Number of Hours for the week of	NOVEMBER Number of Hours for the week of	<b>DECEMBER</b> Number of <b>Hours</b> for the week of						
Week 1-4 5-11 12-18 19-25 26-31  Eat Your Veggies – WINTER SQUASH	Week 1-8 9-15 16-22 23-30  Eat Your Fruit – PERSIMMONS	Week 1-6 7-13 14-20 21-27 28-31  Eat Your Fruit – DRIED FRUIT						
Total Logged Hours for 1 <sup>ST</sup> Quarter (please total)								
* I certify that documented time is from Allowable Nutrition Education.								
Employee Signature ( <u>required</u> )*_	Date							
Supervisor/Designee Signature (r	equired) *	Date						
Pay Rate \$ /hour /day /month (circle one)								

#### Allowable Nutrition Education Activities

#### **Student Nutrition Education in a Classroom Setting:**

- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity.
- Teaching lessons in the area of nutrition, food safety, health benefits of physical activity.
- Teach nutrition via CD ROM/Internet/Computer programs. Harvest of the Month activities.
- Bulletin boards/door murals that support good nutrition and increase physical activity.
- Steps to Healthy Living nutrition education participation-Spring
- Discussing breakfast and lunch menu choices in relation to the components of a healthy nutritious meal.

## Student Nutrition Education outside a Classroom setting, as a component of a Structured curriculum:

- Taking nutrition education field trips (do not include travel time or costs) and/or having guest speakers in the areas of nutrition education and physical activity promotion.
- · Garden based nutrition education.

## <u>Adult Nutrition Education in Classroom, Group or</u> Individual Settings:

 Talking with parents or passing out information about nutrition/Physical activity promotion. (i.e. Back to School Night or during a conference). Providing parent classes in the area of nutrition, food, safety, health benefits of physical activity.

## Physical Activity Promotion (as a component of broader Nutrition Education intervention):

- Present a one-time physical activity demonstration that educates and promotes physical activity as a component of a broader nutrition education intervention.
- Promote increased physical activity as a component of a nutrition education intervention.

#### Staff Training/Professional Development:

 Nutrition Education Training-attending workshops, seminars and other training events that support nutrition education and physical activity promotion.

#### **Nutrition Education at Special Events:**

- Nutrition Education at Special Events-Health Fairs, Open House.
- Back to School Night, carnivals and other school activities.